

2012-2014 Mineral Area College Catalog

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Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreement with Mineral Area College are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, disability, age, religion, creed, or marital or parental status, in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Mineral Area College's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Americans with Disabilities Act (ADA) of 1990, or the ADA Amendments Act of 2008 is directed to contact the Dean of Students at (573) 518-2262 or the Human Resources Director at (573) 518-2378, Mineral Area College, PO Box 1000, Park Hills, MO 63601-1000. These individuals have been designated to coordinate the college's efforts to comply with the regulations implemented in Title VI, Title IX, Section 504 and the Americans with Disabilities Act.

Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education, regarding the institution's compliance with regulations

implementing Title VI, Title IX, or Section 504, or the Americans with Disabilities Act.

This publication is for information only and does not constitute a contract. The college reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete without notice any course offering or information contained in this publication.

Mineral Area College complies with guidelines set forth in the American with Disabilities Act of 1990. If you have special needs as addressed by the Americans with Disabilities Act and need assistance with this or any portion of the registration/education process, notify the ACCESS Director at (573) 518-2152 or the address above as soon as possible. Reasonable efforts will be made to accommodate your special needs. Deaf or speech impaired callers please use Relay Missouri: 1-800-735-2966.

This catalog is effective beginning April 1, 2012, for the 2012-13 and 2013-14 academic years. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance.

The college reserves the right to change regulations, policies and fees or to revise certain curricula as deemed necessary and desirable. Should such changes become necessary, students will receive appropriate notice.

ACCREDITATION

Mineral Area College and its outreach centers are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

30 North LaSalle Street
Suite 2400
Chicago, IL 60602
1-800-621-7440 or
(312) 263-0546
FAX: (312) 263-7462

Mineral Area College degrees and programs are approved by the Missouri Coordinating Board for Higher Education, Jefferson City, MO.

Department Affiliations

- Missouri State Board of Education for the prerequisite preparation of elementary and secondary teachers.
- Missouri Board of Nursing for the Licensed Practical Nursing program and the Registered Nursing Programs.
- Missouri State Board of Education for the various career and technical education programs.

Telephone Numbers, Addresses of College & Outreach Centers

Main Campus

(888) MAC-4YOU (622-4968) or (573) 431-4593
5270 Flat River Road
P.O. Box 1000
Park Hills, MO 63601-1000
www.MineralArea.edu

Outreach Centers

Farmington High School...(573) 701-1310 ext. 2139 1 Black Knight Drive Farmington, MO 63640	Potosi High School(573) 438-3479 after 4 p.m.(573) 438-2156 ext. 43 1 Trojan Drive Potosi, MO 63664
Fredericktown(573) 783-7932 1450 Madison 517 Fredericktown, MO 63645	Winona High School(573) 325-8101 ext. 314 Highway 19 North Winona, MO 65588
Perryville Higher Education Center ..(573) 547-4143 St. Mary's of the Barrens Facility 108 South Progress Drive Perryville, MO 63775	

Important Phone Numbers

Access Office..... 518-2152	Educational Talent Search I..... 518-2380
Admissions 518-2228	Educational Talent Search II..... 518-2387
Allied Health 518-2172	Enrollment Verification..... 518-2119
Arts & Sciences Dean..... 518-2100	EXCEL..... 518-2131
Alumni Services..... 518-2114	Financial Aid 518-2133
Assessment (Testing)..... 518-2202	Fine Arts Theatre 518-2125
Athletics 518-2134	Learning Center..... 518-2140
Bookstore 518-2106	Library (C.H. Cozean Library)..... 518-2141
Business Office..... 518-2287 or 2232	Mineral Area College Foundation 518-2114
Campus Housing (College Park)..... 518-1330	Mineral Area Council on the Arts 518-2125
C.A.R.D.S. Freshman Orientation 518-2119	Missouri Center for Career Education 518-2255
Career & Technical Education Dean..... 518-2157	Police, Campus (cell)..... 631-2831
Career Connections..... 518-2155	President's Office 518-2146
Career Planning..... 518-2193 or 3805	Public Service Center..... 518-2148
Career Placement..... 518-2198	Regional Technical Education Council (RTEC) 518-2157
Central Methodist University..... 518-2112	Registrar's Office/Registration..... 518-2119
Computer Help Desk 518-2137 or 2240	Student Services Dean..... 518-2154
Continuing Education 518-2342	University of Missouri-St. Louis 518-2324
Course Registration..... 518-2126	Upward Bound..... 518-2156
Customized Training..... 518-2370	Wellness Center 518-2104
Dual Credit Coordinator..... 518-3805	

Greetings

Hello!

By opening this catalog, you open our pledge to provide you with a high-quality, convenient and affordable education. It's a tradition that Mineral Area College and its predecessor, Flat River Junior College, have carried on for more than 90 years. The college has contributed to the advancement of individual, social, economic and cultural interests for our surrounding communities, and it was done with the support of people like you.

Whether you're sharpening your skills for an increasingly competitive workforce or whether you're planning to transfer to a four-year college or university, our faculty are committed to your success and our support staff is dedicated to giving you the best in customer service.

Please make the most of your opportunities at MAC by participating in campus clubs and organizations, cultural and social events, intercollegiate athletics and activities. They're designed to balance out your academic program and will enhance your college experience.

Please feel free to use this document as you plan your academic journey. If you need any clarification or more information, please do hesitate to call or e-mail us.

On behalf of the Board of Trustees, faculty and staff, thank you for considering Mineral Area College. We look forward to helping you achieve your goals and dreams.

Very truly yours,
Dr. Steven Kurtz
President, Mineral Area College



**Dr. Steven J.
Kurtz**
President

Disclaimers and Conditions

This publication is for information only and does not constitute a contract. The college reserves the right to change information, rules, regulations, and policies appearing in the general catalog as deemed necessary and desirable. Should such changes become necessary, students will receive appropriate notice.

The college reserves the right to change, modify, or alter, with appropriate Board of Trustees action and reasonable notice, all fees, charges, tuition, expenses, and costs of any kind.

The college reserves the right to add, delete, or modify without notice, and as deemed necessary and desirable, any curricula, courses or program offerings or information contained in this publication, semester course schedule, or the college's Web site.

Students are expected to read and conform to the regulations in this general catalog. The student, not the college nor its faculty members, is primarily responsible for knowing the college's regulations and policies and for meeting the requirements for a degree or certificate.

The information in this publication is as current and as accurate as possible. Due to the constant change in economic conditions and in student program needs, the accuracy of the details appearing here may be affected. Occasionally, classes may be deleted from this catalog or from semester course schedules for lack of sufficient enrollment. There may be changes in fee schedules, which are current at the time of publication of this catalog.

This general catalog is effective beginning April 1, 2012, for the 2012-13 and 2013-14 academic years and their respective summer sessions. Each student is responsible for compliance with the information, rules, regulations, and policies appearing in the general catalog. Failure to read the general catalog will not be considered an excuse for noncompliance.

Trustees



Scott Sikes
Subdistrict 1



Sally Parker-Nash
Subdistrict 2



Dr. James H. Bullis
Subdistrict 3



Harvey Faircloth
Subdistrict 4



Dr. Don VanHerck
Subdistrict 5



Gary Romine
Subdistrict At-Large

Administration

Dr. Steven J. Kurtz

President

J. Gil Kennon

Vice President of College Affairs,
Dean of Career & Technical Education

Jean Merrill-Doss

Dean of Student Services

Carolyn Kay Crecelius

Dean of Arts & Sciences Division

Russell R. Straughan

Business Manager

Kathryn Neff

Human Resources

Academic Calendar

Fall 2012		Fall 2013	
Monday, August 20	Semester Begins	Monday, August 19	Semester Begins
Saturday, September 1	Labor Day Holiday, No classes	Saturday, August 31	Labor Day Holiday, No Classes
Monday, September 3	Labor Day, No classes	Monday, September 2	Labor Day, No classes
Tuesday, October 2	Professional Development Day, No classes	Tuesday, October 8	Professional Development Day, No classes
Wednesday-Friday October 31-November 2	MCCA Meetings	Wednesday-Friday October 30-November 1	MCCA Meetings
Friday, November 2	Fall Break, No classes	Friday, November 1	Fall Break, No classes
Wednesday, November 21	No evening classes	Wednesday, November 27	No evening classes
Thursday-Saturday, November 22-24	Thanksgiving Break, No classes	Thursday-Saturday, November 28, 30	Thanksgiving Break, No classes
(Last MWF class is on December 7, Last T/R class is on December 6)		(Last MWF class is on December 6, Last T/R class is on December 5)	
Monday, December 10- Friday, December 14	Final Exams, Day classes	Monday, December 9- Friday, December 13	Final Exams, Day Classes
Monday, December 10	Monday Evening, Final Exams	Monday, December 9	Monday Evening, Final Exams
Tuesday, December 11	Tuesday Evening, Final Exams	Tuesday, December 10	Tuesday Evening, Final Exams
Wednesday, December 12	Wed. Evening, Final Exams	Wednesday, December 11	Wed. Evening, Final Exams
Thursday, December 13	Thurs. Evening, Final Exams	Thursday, December 12	Thurs. Evening, Final Exams
Friday, December 14	Friday Evening, Final Exams	Friday, December 13	Friday Evening, Final Exams
Saturday, December 15	Saturday, Final Exams	Saturday, December 14	Saturday, Final Exams
Saturday, December 15	Semester Ends	Saturday, December 14	Semester Ends
Monday, December 17	Grades Due	Monday, December 16	Grades Due
Spring 2013		Spring 2014	
Monday, January 14	Semester Begins	Monday, January 13	Semester Begins
Monday, January 21	MLK, Jr. Holiday, No classes	Monday, January 20	MLK, Jr. Holiday, No classes
Monday, February 18	President's Day, No classes	Monday, February 17	President's Day, No classes
Monday, March 11- Saturday, March 16	Spring Break, No classes	Monday, March 10- Saturday, March 15	Spring Break, No classes
Friday-Saturday, March 29-30	Spring Holiday, No classes	Thursday, April 17	Professional Development Day, No classes
Thursday, April 18	Professional Development Day, No classes	Friday-Saturday April 18-19	Spring Holiday, No classes
(Last MWF Class May 10, Last TR Class May 7)		(Last MWF Class May 9, Last TR Class May 6)	
Thursday, May 9	Review Day	Thursday, May 8	Review Day
Saturday, May 11	Commencement	Saturday, May 10	Commencement
Monday, May 13- Friday, May 17	Final Exams, Day Classes	Monday, May 12- Friday, May 16	Final Exams, Day Classes
Monday, May 13	Monday Evening, Final Exams	Monday, May 12	Monday Evening, Final Exams
Tuesday, May 7	Tuesday Evening, Final Exams	Tuesday, May 6	Tuesday Evening, Final Exams
Wednesday, May 8	Wed. Evening, Final Exams	Wednesday, May 7	Wed. Evening, Final Exams
Thursday, May 9	Thurs. Evening, Final Exams	Thursday, May 15	Thurs. Evening, Final Exams
Friday, May 17	Friday Evening, Final Exams	Friday, May 16	Friday Evening, Final Exams
Saturday, May 18	Saturday, Final Exams	Saturday, May 17	Saturday, Final Exams
Saturday, May 18	Semester Ends	Saturday, May 17	Semester Ends
Monday, May 20	Grades Due	Monday, May 19	Grades Due
Summer 2013		Summer 2014	
Monday, June 3	Semester Begins	Monday, June 2	Semester Begins
Thursday, July 4	Independence Day, No classes	Friday, July 4	Independence Day, No classes
Monday, July 22	Monday Evening, Final Exams	Monday, July 21	Monday Evening, Final Exams
Tuesday, July 23	Tuesday Evening, Final Exams	Tuesday, July 22	Tuesday Evening, Final Exams
Wednesday, July 24	Wed. Evening, Final Exams	Wednesday, July 23	Wed. Evening, Final Exams
Thursday, July 25	Thurs. Evening, Final Exams	Thursday, July 24	Thurs. Evening, Final Exams
Friday, July 26	Friday Evening, Final Exams	Friday, July 25	Friday Evening, Final Exams
Saturday July 27	Saturday, Final Exams	Saturday July 26	Saturday, Final Exams
Monday, July 29	Final Exam Day, Day Classes	Monday, July 28	Final Exam Day, Day Classes
Monday, July 29	Semester Ends	Monday, July 28	Semester Ends
Tuesday, July 30	Grades Due	Tuesday, July 29	Grades Due

About Mineral Area College

Mission Statement

The mission of Mineral Area College is to serve the community, to provide students a quality, affordable education, and to offer opportunities for professional and personal development.

Vision Statement

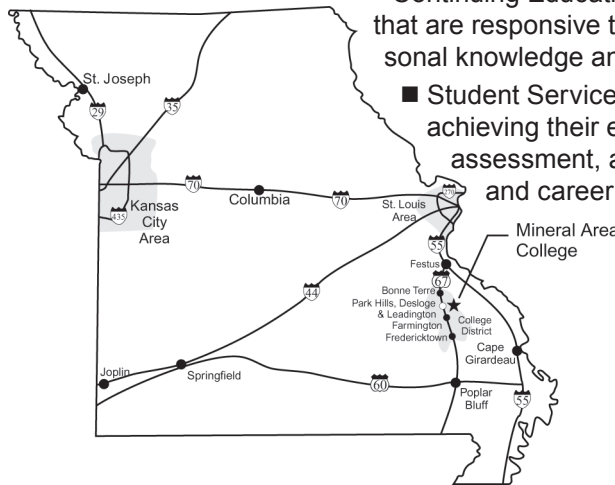
Mineral Area College will be recognized as an innovative educational institution and will:

1. Encourage and support individuals, businesses, and organizations to meet their educational needs.
2. Serve as a resource for community and cultural enrichment.
3. Attract, develop, and retain dedicated, diverse, and professional employees.
4. Recruit, develop, and retain a diverse student population by providing an accessible, quality, and affordable education.
5. Provide staff, faculty, and students with appropriate resources for programs and services.
6. Strengthen relationships with school districts and community agencies.

Mineral Area College Fulfillment of Mission:

Mineral Area College fulfills its mission through the following goals:

- **General Education:** Provides courses that result in personal, cultural, intellectual and social development in transfer and career programs.
- **College/University Transfer:** Provides courses in general education as well as prerequisite work for students who plan to transfer to four-year institutions.
- **Career and Technical Education:** Provides courses which assist in the achievement of the technical knowledge and general background information necessary for employment.
- **Developmental Education:** Provides courses that prepare students in basic skills such as adult literacy and assists students in the development of appropriate study skills so that they may achieve a successful transition into employment or postsecondary programs and coursework.
- **Customized and Contract Training:** Provides specialized training to address specific needs of business and industry and to further the economic development of the region.



- **Continuing Education:** Provides a variety of lifelong learning opportunities that are responsive to people of all ages who continue their quest for personal knowledge and enrichment.
- **Student Services:** Provides support services to assist students in achieving their educational goals, including recruitment, orientation, assessment, academic advisement, financial assistance, personal and career counseling, career placement, accommodation services for students with disabilities, and other learning resources.
- **Community and Cultural Services:** Provides, encourages, and supports community, civic, and recreational activities to promote the advancement and enhancement of the region's diversity and quality of life.

Organizational Priorities

Mineral Area College is an open-door institution with a reputation for integrity, flexibility, creativity, responsiveness, quality instruction, and commitment to working for the benefit of the educational and cultural needs of the citizens in the service region.

Mineral Area College will expand on the following organizational priorities:

1. **Assessment:** Use assessment results and strategies to continuously improve the learning environment, our operational processes, and the effectiveness of all employees.
2. **Student Success:** Provide courses and programs in which learners will attain a general education, prepare for careers, continue lifelong-learning goals, and expand social and cultural awareness.
3. **High School Relationships:** Ensure a smooth transition for high school students entering Mineral Area College and provide resources to maximize their college experience.
4. **Diversity:** Promote a climate in which diversity and individuality are respected and incorporated into learning opportunities for everyone.
5. **Partnerships with Colleges and Universities:** Collaborate with other colleges and universities to provide baccalaureate and master degree programs to the service region.
6. **Business and Industry Training:** Develop economic growth and vitality in the region by providing training to meet the needs of employers and employees in the region.
7. **Technology and Facilities:** Strive for continuous improvement of facilities and instructional and operational technologies.
8. **Operational Effectiveness and Efficiency:** Maintain open lines of communication and cooperation among faculty, staff, and administrators. Create a working environment in which professional experience is valued and encouraged by providing the resources, tools, and freedom to achieve the college's mission and philosophy of purpose.

Philosophy of Purpose

The Philosophy of Purpose is an educational agreement between Mineral Area College and its community that defines a mutual commitment to student success shared by students, faculty, and staff.

The college promotes a close, caring relationship among all members of the college community. The following six statements reflect Mineral Area College's philosophy:

- Mineral Area College is committed to continuous quality improvement.
- Mineral Area College is dedicated to the belief that a college education is essential for the acquisition of knowledge and skills required for life-changing educational, career, and cultural opportunities.
- Mineral Area College contributes to the overall program of higher learning by providing a college education at a reasonable cost.
- Mineral Area College meets the needs of those who will transfer to four-year institutions and those preparing for immediate careers.
- Mineral Area College contributes to the cultural enrichment, economic development, and general welfare of the region through continuing education and cooperative programs.
- Mineral Area College has an open-door policy that provides everyone an opportunity to learn.

Value Statements

1. We are committed to respecting and caring for one another by being professional, fair, and honest.
2. The development of our teaching and learning environment is a responsibility we share.
3. Our students can expect excellence, opportunity, and encouragement so they may succeed.
4. Our curriculum and program offerings will effectively serve our communities' educational and training needs.

Long-Range Plan

To fulfill its mission and achieve its envisioned future, Mineral Area College is guided by the current 2008-2013 Strategic Long-Range Plan.

The Strategic Long-Range Plan serves as a road map to guide the organization, ensuring the college stays on course as it achieves its goals.

In implementing this long-range plan, Mineral Area College will uphold its adopted philosophies and act in accordance with its values.

To fulfill its mission and achieve its goals, Mineral Area College will pursue the following six key strategies:

1. Build community awareness of Mineral Area College's strengths.
 - Inform the community about the college's credit and non-credit programs monthly.
 - Inform the community each semester about the college's financial aid options available.
 - Inform the community each semester about the college's exemplary customer service.
 - Inform the community about the college's cultural activity offerings monthly.
 - Inform the community monthly about the college's health/social well-being programs for students.
 - Inform the community each semester about the ease and efficiency afforded by the College's services and staff.
2. Develop community knowledge of academic and career program offerings.
 - Inform the community annually about all of the college's current degrees and majors.
 - Inform the community of availability of Mineral Area College's ITV/Web courses each semester.
 - Inform the community about accessing Mineral Area College's updated website to locate program information by July 2010.
3. Expand and improve marketing and student recruitment efforts.
 - Develop and implement an annual college-wide marketing plan that includes individual departments and programs by January 2010.
 - Design and implement a core recruitment package by August 2009, which includes specific strategies to recruit students through increasing access to programs.
4. Meet relevant and critical community education, employer, and career training needs.
 - Assess and evaluate at least one program in each department annually, with all programs in all departments examined by 2012, and determine if programs are of sufficient size and scope to meet community needs.
 - Assess annually the employers served by college programs to determine the need for additional programming and services.
 - Develop and implement a process to determine the interests of community members for new continuing education offerings by 2009.
 - Evaluate current degree programs to determine what additional on-line degree programs can be appropriately offered, with at least three additional programs offered by June 2013.
5. Address personnel priorities.
 - Develop a master staffing plan for instructional and support areas for all programs by June 2009.
 - Select and implement a formal performance management system by March 2010.
6. Address facility priorities.
 - Evaluate the ten-year master plan for the main campus in Park Hills and develop a list of priority items from the plan that may be completed by December 2013.
 - Complete the renovation of the library and theatre with funds already appropriated through the Lewis and Clark initiative by December 2009.
 - Identify technological upgrades, infrastructure needs, and emerging technologies for the college by September 2009.
 - Develop a "Clean and Green" Campus Plan that includes recommendations for environmentally responsible facility and technological upgrades, conservation, and energy usage by December 2009.

History of Mineral Area College and Flat River Junior College

One way to understand an institution's culture and values is to learn about its history, and Mineral Area College is no exception.

In late November 1921, a group of former Flat River area high school administrators banded together to present a proposal for two years of advanced education for area high school graduates. After receiving support from the school districts and the Board of Education, the group made plans to open Flat River Junior College (FRJC). On September 5, 1922, a student body of 38 held classes for the first time on the stage of the auditorium in the Domestic Science basement and in high school classrooms on the Flat River High School campus. During fall 1923, FRJC was ready for its first full term of occupancy. This structure housed the junior college for 42 years and Mineral Area College students for three years.

Mineral Area College was founded in April 1965 by popular vote of the residents of six public school districts in St. Francois and Madison counties and portions of Washington and Ste. Genevieve counties, including North County, Central, West County, Bismarck, Farmington, and Fredericktown school districts. Since the college is a successor to Flat River Junior College, MAC is now the third-oldest public junior college in Missouri.

Since its inception, thousands of graduates have gone out into the world with MAC degrees or certificates, and the college has become a comprehensive two-year community college. The academic transfer program almost doubled in size and scope within the first five years of the college's existence. In 1966, the vocational/technical division was added. The first vocationally-oriented programs were initiated in September 1966 and consisted of secretarial practice, business management and two technology programs. In 1967, a certificate course in practical nursing was introduced; in 1968, an associate degree in nursing program was added.

In February 1970, the young institution moved into its new facilities on a 226-acre campus located on the east side of U.S. Highway 67 near Leadington, and entered a transitional period of gradual expansion.

In 1985-86, the college completed significant, necessary additions to its facilities: a 350-seat Community Center, a remodeled learning resources center complete with second floor space that increased the facility's usable area by 3,800 sq. ft., and the Career Center which houses existing, new and expanded vocational programs.

Later additions to the campus included the Willa Kusman North College Center, which provides offices and four large community meeting rooms. The Mineral Area College Student Center houses the College Bookstore, the Wellness/Fitness Center, and athletic department office space.

In March 1996, residents of the district voted to expand the college with the addition of a Telecommunications and Technology Center, a Public Services Center, a Tourism Education and Information Center, and a General Services Building.

A 210-bed housing complex called College Park was added in 2000 to offer unique, on-campus housing to students.

In April 2002, voters approved a \$6 million bond issue to build a 10,000 sq. ft. outreach center in Fredericktown; to remodel and add space to the fine arts facilities including art, music and theater; new athletic locker rooms and storage; remodel faculty offices; add parkway lighting; renovate the college's heating and cooling spaces; build a new men's baseball field; and restore and beautify the college's quadrangle in the middle of campus.

In April 2011, voters approved a no-tax-increase, \$8 million bond issue to: Renovate and add science labs to the Fredericktown Center and main campus; build additional classrooms and student meeting space at the Fredericktown Center; build an addition to the Technology Center which would consolidate business and student services functions into one area; renovate the C.H. Cozean Library; and add elevators to the library, as well as an accessibility walkway from the library to the Arts & Sciences Building.

Today, Mineral Area College serves more than 4,000 students each semester, and offers dozens of career and technical education programs, and required general education transfer courses that can be applied to almost all academic majors at universities. Mineral Area College is a leader in workforce development and customized training for businesses and industries in the area. Because of the foresight of college leaders and voters within the college's district, Flat River Junior College and Mineral Area College have provided quality educational services to individuals in the Mineral Area and Parkland Regions of eastern Missouri. Mineral Area College will continue to offer lifelong learning opportunities as it prepares students to meet the challenges of the future.

Admissions & Records

POLICIES YOU NEED TO KNOW

Below is a partial list of policies and other Federal Disclosures of which students should be aware before registering for classes at Mineral Area College. Many of the policies are based on state and federal regulations, as well of those of Mineral Area College. More information on the following policies and other Federal Disclosures may be found at www.MineralArea.edu.

Confidentiality of Financial Records

The General Education Provision of 1974, as amended by the Family Education Rights and Privacy Act of 1974, provides for privacy safeguards for students and families by setting up guidelines for the disclosure of education records, and personally identifiable information. (See page 32.)

Confidentiality of Student Records

Mineral Area College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student or as otherwise authorized by FERPA. The college affords students the right to inspect official records directly relating to them.

Directory Information/Public Information

In accordance with the Family Education Rights and Privacy Act of 1974, Mineral Area College considers the following to be a student's directory information: name, address, telephone number, date of birth, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (including dates), awards received, and most previous educational institution attended.

Name and addresses of Mineral Area College graduates or candidates for graduation will be released to four-year institutions upon the institution's request.

Drug-Free Work Place

Mineral Area College provides a drug-free campus and workplace and operates within the guidelines set forth in the Drug-Free Schools and Communities Act Amendments of 1989 and the Anti-Drug Abuse Act of 1988.

Equal Opportunity Statement

Mineral Area College is committed to equal opportunity in employment and admissions. Inquiries and concerns about discrimination on the basis of race, color religion, national origin, sex, age, disability, ancestry, or veteran status may be directed to the Office of Human Resources, P.O. Box 1000, Park Hills, MO 63601. (See page 1.)

Immunization Against Communicable Diseases

It is strongly recommended that all entering freshmen and transfer students be immunized for measles and rubella before they register for classes. Students planning to live at College Park student housing are encouraged to obtain the meningococcal vaccine.

Services for Students With Disabilities

It is the policy of Mineral Area College to provide reasonable and appropriate accommodations for students with documented disabilities to participate in campus programs, services and activities. People with disabilities are defined in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

Sexual Harassment Policy

Mineral Area College is committed to a work setting and academic environment free from sexual harassment. This policy applies to members of the college community, including employees, students, and visitors. Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by other state and federal discrimination laws. Violators of this policy shall be subject to disciplinary actions.

Smoke-Free Buildings and Quadrangle

In an effort to respect the health rights of all students, faculty and staff, Mineral Area College has a "Smoke-Free Environment" policy. Smoking and chewing of tobacco are not permitted inside any buildings on the college campus, nor in the Quadrangle. This includes the use of electronic cigarettes inside buildings. Use of tobacco products is allowed in designated areas outdoors, and is not allowed within 15 feet of any building entrance nor at the Harold "Hal" Loughary Baseball Field.

Student Responsibility for Catalog Information

This catalog is effective beginning April 1, 2012 for the 2012-13 and 2013-14 academic years. Each student is responsible for compliance with the information appearing in the catalog. Failure to read the regulations and policies will not be considered an excuse for noncompliance.

GENERAL ADMISSIONS

Requirements

Mineral Area College has an "open door" admissions policy. Anyone who is at least 16 years old may be admitted to the college. Students should apply to the Admission's Office before their expected starting date as registration priority is given to early applicants.

The college reserves the right to evaluate requests for admission and to refuse admission to any applicant when considered to be in the best interest of the college. Additionally, the college can hold registration for students who have not completed admissions requirements and/or prerequisites. Admission to the college does not guarantee admission to all courses or programs.

There is no discrimination in the admission or recruitment of students on the basis of age, ancestry, color, creed, gender, marital status, military status, national origin, physical or mental disability, race, religion, sexual orientation or other protected group status.

Students who passed the General Educational Development (GED) test according to Missouri standards are admitted under the same provisions as graduates from accredited high schools.

Students seeking admission after a semester or term has begun must have the appropriate dean's approval.

Selective Admission Programs

In addition to the general admission procedures, some programs have specific requirements. Some of the selective admission programs at Mineral Area College are:

Programs	Maximum # admitted	Application Deadline
Practical Nursing	32	Dec. 15
Paramedic Technology	20	May 30
Medical Technology -Radiology	16	Jan.. 15 – May 1
Associate Degree in Nursing	Freshman 36, Sophomore 48	Dec. 15
*Medical Technology - Respiratory Therapy	22	N/A
*Physical Therapy Assistant	22	May 1

*Selection of the students is completed by the staff at the Cape Girardeau Career Center.

Campus Visits

The college encourages and welcomes all prospective students to visit the campus. Those interested in scheduling a visit should call the Admissions Office at least 24 hours in advance at (573) 518-2108.

Admissions Checklist

1. Application for Admission

The Admissions Office accepts applications in person, by mail or online at www.MineralArea.edu. Students should complete the application and forward it to: Admissions Office, P.O. Box 1000, Park Hills, MO 63601. Incomplete applications cannot be processed.

New and returning students are advised that the Social Security number is voluntarily disclosed to Mineral Area College and is maintained as confidential information. (The student's Social Security number is required by the U.S. Dept. of Education when completing the FAFSA form in application for state and federal funding.)

Students may apply for admission at any time during the year, although students who wish to register for the fall semester are encouraged to submit their application by July 1, and students who wish to register for the spring semester are encouraged to submit their application by Dec. 1. Applications and other documentation may be submitted as early as one year in advance of the first semester of enrollment.

A one-time, non-refundable, \$15 application fee must accompany the admission application. Students who have previously received Mineral Area College credit are exempt from the application fee but must complete a Returning Student Application, which can also be found at www.MineralArea.edu.

Students needing assistance with the admissions process should contact the Admissions Office at (573) 518-2228.

2. Financial Aid Application

Financial aid is available in the form of scholarships, grants, loans, and part-time on-campus employment for those who qualify. Most awards are based upon financial need, but certain scholarships may have other eligibility requirements.

Students should complete a FAFSA application at www.fafsa.ed.gov. Mineral Area College's code is 002486. Priority deadline is April 1 for the following academic year. Late applications will be accepted, but funds are limited. Late applications may affect the amount of aid available.

3. Transcripts

Official copies of high school transcripts, home school proof of completion, and GED transcripts will be required by the Admissions Office. Previous college transcripts must be submitted prior to enrollment. Transcripts should be mailed directly from the respective school to the MAC Admissions Office.

First-time freshmen who have earned dual credit in high school from a college other than Mineral Area College must have an official college transcript sent to the Admissions Office. High school seniors will be admitted as a provisional student based on a seventh semester transcript. A final high school (eighth semester) transcript will be required after graduation. Once a final transcript is received in the Admissions Office, the student will be accepted as a regularly-admitted student. Under provisional status, students with A+ benefits will not be processed until a final high school transcript is received.

A high school transcript should show grades, class rank, and date of graduation. Official transcripts from both high school and colleges must be on file before the student is eligible to register. All final transcripts must be received prior to orientation and registration. To request a high school or college transcript be sent to MAC, students may download a form from www.MineralArea.edu.

4. Placement Tests

Mineral Area College reserves the right to guide enrollment on the basis of placement tests. Placement testing is required prior to enrollment. The ACT or Compass test is used to place students into the appropriate courses based on their ability in English, math and reading. If a student has not taken one of these tests, he or she should contact the Assessment Office at 518-2202. ACT scores listed on high school transcripts are acceptable. Students who have taken the ACT test but found it is not on the high school transcript may request additional copies from ACT Records Department, P.O. Box 451, Iowa City, Iowa, 52243-0451. Mineral Area College's code is 023060. There is a fee for this service.

5. Confirmation of Admission

The Admissions Office will make every effort to inform applicants of incomplete files. However, applications received close to final registration usually do not allow sufficient time to inform the applicant of an incomplete admission file. The applicant is responsible for ensuring that all required documentation is on file in the Admissions Office.

6. Orientation

College Advisement/Registration Day for Students (C.A.R.D.S.) is a required orientation for students

entering as first-time freshmen or first-year students with fewer than 15 college credit hours. The orientation is usually held the semester before the student begins at MAC (excluding summer). The program features academic advising, registration for classes, information on housing, financial aid, billing, student activities and parking.

Students who are admitted late and/or cannot attend a C.A.R.D.S. program will register after the last scheduled C.A.R.D.S. program for the semester. Exceptions to the above policy may be approved by the registrar or the dean of students.

Campus Housing

College Park, MAC's on-campus student housing complex, offers students the best of both worlds, combining on-campus convenience with the benefits of off-campus apartment-style floor plans and flexibility. College Park's live-in staff — assistant director, security and resident assistants — are available to help student residents achieve academic success and enjoy a safe collegiate experience.

Located on the Park Hills campus, College Park allows students convenience to classes and resources, and a safe environment in which to meet people and have friends over.

Individual housing agreements are offered on the one-bedroom efficiencies and two- and four-bedroom apartments, all of which are basically furnished and have complete kitchens. Other amenities include pool, barbecue pavilion, sand volleyball courts, Internet hook-up, on-premise laundry and computer lab. Meal plans are available. All housing students are required to purchase a 12- or 15-meal plan. Meals are served in the Cardinals Nest at regularly scheduled times.

Student Classification

Students will be classified as follows:

Full-Time Classification

A student enrolled in 12 or more semester hours of course work for the fall/spring semesters and six or more semester hours of course work for the summer session.

Part-Time Classification

A student enrolled in one to 11 semester hours of course work for the fall/spring semesters and fewer than six semester hours of course work for the summer session.

Freshman

A student who has satisfactorily completed fewer than 30 semester hours of course work.

Sophomore

A student who has satisfactorily completed 30 or more semester hours of course work.

First-Time Student

A student who is an applicant who has not completed any college-level course work since high school graduation. Students who complete summer course work after high school graduation, and who have already been admitted to the college, are still considered first-time freshmen.

Transfer Student

A student who has attended another institution of higher education since high school graduation before applying to MAC is considered a transfer student.

Continuing Student

A student who is currently enrolled at MAC and who has not had a break in enrollment (excluding summer session).

Returning Student

A returning student is an applicant who has previously earned at least one hour of credit at MAC.

Returning students who have not been enrolled at MAC for a semester or more (excluding summer session) may reactivate their files by updating their admission information with the Admissions Office. Files for students who have not attended within five years will be destroyed. Transcribed grades earned at MAC are retained. Students may be required to resubmit high school records, transcripts from other colleges and universities, or other documents that have been destroyed. Returning students who have attended another

accredited institution since leaving MAC must have official and complete transcripts sent from those institutions to the Admissions Office.

Non-Degree Seeking Student

Students admitted for credit course work may classify themselves as non-degree seeking if they are not seeking a degree, certificate, or financial aid at MAC. Students seeking any type of financial aid (Social Security, veteran benefits, federal grant scholarships, etc.) or international students on F-1 visas must be classified as degree-seeking students. Non-degree seeking students are ineligible for financial aid. A non-degree seeking student must comply with all other college policies, including placement testing for English and math courses, and must meet all course prerequisites.

Non-High School Graduate

Non-high school graduates are those applicants who have not completed a traditional high school program that is recognized by the college. To be admitted, non-high school graduates must be at least 16 years of age, take the college's Compass Test or submit ACT scores, and submit a high school transcript from the last school attended. These students will be admitted to the college as a provisional student until a final high school or GED transcript is received by the Admissions Office.

Provisional Student

Provisional students are those admitted to MAC on the first day of classes without having submitted all admission documents. These students are only allowed to register provisionally for one semester. Provisional students are not eligible to receive financial aid.

Home Schools, High Schools Not Accredited by the North Central Association, or Non-Accredited Correspondence Schools

Home schooled, non-accredited or correspondence high school students may attend MAC, but must be at least 16 years old.

To be admitted, graduates of home schools, non-accredited high schools or correspondence schools must submit transcripts verifying completion of an academic program, and take the college's assessment test or submit ACT scores. Admission to the college does not guarantee admission to a particular course or program of study.

Students who do not meet the required admission guidelines may apply as non-high school graduates.

Dual Credit

Admission is granted to students attending accredited high schools who may want to participate in MAC's Dual Credit program. Dual credit is the enrollment of a high school student in one or more specified college courses for which the student is awarded both high school and college credit. This program is open to students who are at least 16. Some classes may require placement scores in order to enroll. Dual credit classes are taught in the local high schools by qualified high school instructors.

Dual Enrollment

Dual enrollment is the enrollment of a high school student in a college class or classes, but unlike dual credit, a student does not normally get high school credit for such classes. A dual enrollment student either takes classes on a MAC campus or takes distance learning classes from a MAC instructor. This program is also open to students who are at least 16, and placement scores may also be required in order to enroll in some classes. If they choose, students may take both dual credit and dual enrollment classes during the same semester.

Concurrently Enrolled Student

Students may enroll in MAC and another college during the same semester. Such students should contact both their registrar and their dean regarding this arrangement so they may be directed to submit the appropriate paperwork.

Visiting Student

A visiting or transient student is one who is enrolled at another institution and plans to enroll at Mineral Area College for one semester and then return to the home institution. Visiting students do not need to submit transcripts as listed above unless the class they wish to enroll in has a prerequisite. Contact the Admissions Office for additional information.

International Students

MAC is authorized under federal law to enroll international students. Admission inquiries should be directed to the Registrar's Office. All individuals who have questions regarding the application and enrollment of international students should contact the Registrar's Office at least 60 days prior to the date classes begin. International students requesting an I-20 for an F-1 visa to study at MAC must fulfill the following requirements for admission:

- (1) Complete (in English) an Application for Admission
- (2) Application fee payment of \$15.00
- (3) Evidence of English proficiency through one of the following:
 - A minimum score of 500 (paper-based), 173 (computer-based) or 61 (Internet Based) on the Test of English as a Foreign Language (TOEFL).
 - Completed ESL level of 109.
 - A minimum band score of 6 on the International English Language Testing System (IELTS).
 - A minimum ACT English score of 18.
 - A diploma from a secondary institution in an English speaking country (United States, Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction.
 - ACT/ESL Compass Test with scores greater than 37 on the grammar portion, with above 37 on the reading, and with above 55 on the listening portion. The applicant must have taken the test within the last two years.
- (4) Official Secondary Education documents translated into English
- (5) Notarized Certification of Finances
- (6) Finance documentation from a banking institution or sponsor
- (7) Proof of medical insurance. The plan must include repatriation and medical evacuation.

If an international student is transferring from another university of college, please submit the following in addition to the items above:

- Supplemental Transfer Form
- Official academic transcripts from previous university or college

More detailed information can be found on our website under Admissions at www.mineralarea.edu or you may contact the Registrar's Office at (573) 518-2119.

MAC is a participating SEVIS school.

Satisfactory Academic Progress Once enrolled, an international student on an F-1 Visa must:

- Successfully complete a minimum of 12 credit hours per semester
- Maintain a cumulative grade point average of 2.0 or above.
- Complete a certification program in no more than four semesters or an associate degree in not more than six semesters, excluding summer and interim sessions.
- Provide the college with proof of health insurance each semester of enrollment.

If the student completes fewer than 12 credit hours or earns a GPA less than 2.0, he/she will not be permitted to reenroll.

Foreign-born students (both permanent residents and refugees) should have a command of written and spoken English in order to successfully complete college work.

Finances and Work International students are not eligible for federal aid. A student must not plan on working to help defray the cost of attending college. According to immigration regulations, anyone who enters the U.S. on a student visa must not accept part-time off campus employment for the first year of U.S. residence.

Resident Alien Admissions Resident aliens are required to submit a valid passport, Resident Alien card, Application for Admission, evidence of English proficiency (see above), and official transcripts of previous education.

Additional Information MAC does not provide financial aid, housing or transportation for international students. College Park apartments are available for rent.

International students must enroll as full-time students and must maintain a minimum of 12 semester hours of credit during the fall and spring semesters.

All international students obtaining an F-1 visa must file Form 8843, Statement for Exempt Individuals. They must also file an income tax return and any related documents before April 15 to report all income. Students are required to complete this process whether they are employed or not.

All documents submitted to MAC become the property of the college and cannot be returned or reproduced.

RECORDS AND REGISTRATION

Advanced Placement

MAC accepts advanced placement (AP) scores of 3 or higher for credit. Students who successfully completed the Advanced Placement Examination may receive credit in their programs of study in history, biology, chemistry, math, English, physics, and foreign languages. Students should forward the results of the AP exams through the College Entrance Examination Board to the registrar at MAC. An evaluation fee of \$25 is charged. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. No grades are assigned for AP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom. There is no assurance that another institution of higher learning will accept advanced placement credit.

Advanced Placement Examinations

Test	Score Required	Hours Granted	Institutional Courses Satisfied
American History	3	3	HIS1230 American History I
	4 or 5	6	HIS1230 American History I and HIS1240 American History II
Biology	4 or 5	5	BIO1150 General Biology
Calculus AB	3, 4, or 5	5	MAT1650 Analytic Geometry & Calculus I
Chemistry	3	5	PHS1250 Introductory Chemistry
	4 or 5	5	PHS1350 General Chemistry I
English Language & Composition	3, 4, or 5	3	ENG1330 English Composition I
English Literature & Composition	3, 4, or 5	3	ENG1570 Introduction to Literature: Prose and Poetry
Physics C - Mechanics	3, 4, or 5	4	PHS1420 College Physics I
Physics C - Electricity/Magnetism	3, 4, or 5	4	PHS1440 College Physics II
French Language	3, 4, or 5	6	MFL1170 Elementary French I
			MFL1270 Intermediate French
Spanish Language	3, 4, or 5	6	MFL1370 Elementary Spanish I
			MFL1470 Elementary Spanish II

Change Of Program and/or Advisor Change

Students can change majors or programs of study and/or their advisor by filing a form with the Registrar's Office. The form is available on the Web under Registrar's Forms or in Student Services.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) evaluates knowledge gained through reading, job experience, non-college training programs, etc. CLEP examinations, designed by the College Entrance Exam Board, are divided into two types, general and subject. MAC will grant credit for successful scores on the general exams of CLEP and for selected subject matter exams. College credit is granted for students earning a minimum score of 50 on the exam. Credits must be applicable in the student's program of study. Credits will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. The credit by examination posting fee is \$25. No grades are assigned for CLEP credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom.

A maximum of 30 semester hours of credit may be granted for education experiences obtained through nontraditional college programs. Students who have college credit should note that credit will not be given

for CLEP exams if the student has college credit for the equivalent course. There is no assurance that credit gained by CLEP will be accepted by another institution of higher learning in transfer. Contact the Registrar's Office for more information.

Credit By Examination and For Educational Experiences

A maximum of 30 semester hours of credit may be granted for educational experiences obtained through nontraditional college programs. Credit may be granted for successful scores on the General Exams of CLEP, selected subject matter exams, and educational experiences in business, industry and/or the armed services. Credit will be held in escrow until completion of one semester at MAC with an overall GPA of 2.0. Contact the Registrar's Office for more information. An evaluation fee of \$25 is charged.

Credit Transfer From Other Colleges

MAC awards college credit in transfer for freshman and sophomore level courses completed at colleges and universities accredited by the following regional accrediting agencies: Middle States Association of Colleges and Schools, Higher Learning Commission (North Central Association of Colleges and Schools), New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools and Western Association of Schools and Colleges. The college will consider credit from institutions accredited by an agency recognized by the U.S. Department of Education.

Transfer credit is awarded for regular academic courses taken at institutions accredited by the Accrediting Association of Bible Colleges (AABC). Mission, theology, doctrine, creation science, and religious education courses are not accepted. Six semester hours of Bible courses (i.e. Old Testament, New Testament, Life of Christ) may be accepted. To be accepted, coursework must have been completed at an institution after it received accreditation or during the time it was granted candidacy status from one of the above accrediting associations.

Transfer is awarded for courses completed at colleges and universities outside of the U.S. that are accredited or approved by the Ministry of Education (or other appropriate government agency) of the country in which they are located. Credit and placement decisions are based on recommendations of the American Association of Collegiate Registrars and Admissions Officers and selected other professional organizations and agencies that evaluate foreign educational institutions.

Transfer credit is generally not awarded for courses completed at institutions not accredited or approved above. Exceptions must be approved on a course-by-course basis by the registrar and by the head of the department through which each similar course is offered.

Similar transfer courses are equated to MAC credits. Unique transfer credits are counted as electives. Students with transfer credit must request an official transcript from each institution attended be sent directly to the Admissions Office. Credit by examination reports should be sent to the Registrar's Office. Only official transcripts will be evaluated by the Registrar. Allow two to four weeks for MAC to receive the transcript(s). All transfer credit with an "F" grade or higher will be transferred and calculated in the cumulative grade point average. Quality points and grade points will be transferred and averaged into the student's cumulative grade point average earned at Mineral Area College.

The designated transfer articulation officer at MAC is the dean of Arts & Sciences. Articulation appeals may be directed to the dean of Arts & Sciences. (See CBHE Guidelines for Student Transfer Articulation, June 2000).

Students may view their transcripts from other institutions but may not obtain a copy of their record, except by writing to request a copy from the institution from which the transcript originated.

Evening And Weekend Classes

Evening courses are available throughout the year for people working toward a degree and for those interested in upgrading practical skills. Admission requirements for evening and weekend classes are the same as for day programs. Any course listed in the catalog, as well as special courses, may be offered in the evening or Friday and Saturday if there is an apparent demand for such courses. The evening and weekend classes are identical in credit and in course content to day courses.

Grade Reports

At the end of every semester, grade reports are only available online through MyMAC. The grade report lists the letter grade awarded and grade points earned in each course, term totals, and cumulative GPA.

The official GPA is available only on the MAC transcript. Grade reports, as well as official transcripts, will be withheld if there are any outstanding obligations, financial or otherwise, to the college. Students not meeting these obligations may not be allowed to register during subsequent semesters at MAC until their records are cleared. Mid-term grades may also be available online through MyMAC.

Military Experience Evaluation

Any current member of the U.S. Armed Forces, U.S. Reserves, National Guard or eligible veterans who have successfully completed basic training may be granted two hours of college credit in physical education upon submitting his or her form DD-214 or equivalent. In some limited situations, the student may qualify for additional credit. Credit is normally granted for military coursework with an equivalent at MAC and appropriate to the student's major. Credit will be held in escrow until completion of one semester with an overall GPA of 2.0. Only official military transcripts will be evaluated by the registrar. An evaluation fee of \$25 is charged.

A maximum of 30 semester hours of credit may be granted for military experiences obtained through nontraditional college programs. Contact the Registrar's Office for more information.

Records on Hold

If a student's record has been placed on hold for any reason (including, but not limited to an unsubmitted official transcript, a financial obligation to MAC, library fines, College Park fines, failure to pay for parking violations, or disciplinary actions), the student will not be allowed to do any of the following until the hold is removed: enroll in courses in subsequent semesters, obtain a transcript, receive a diploma or certificate, or access the student information system (MyMAC).

Registration

Students are encouraged to register early. Currently enrolled, admitted, and readmitted students who have no indebtedness to Mineral Area College and who have a complete admission file may register early for the following term's classes. Details are provided in each semester course schedule booklet, also available at www.MineralArea.edu.

Students enrolled during the fall semester may early register for spring and summer courses; students enrolled during the spring semester may early register for summer and fall courses. A student who registers early but cannot or will not attend must complete the Withdrawal/Exit form in the Student Services Office, or the student will be liable for tuition and fees, and a punitive grade could be placed on the student's permanent record.

Students cannot attend classes in which they are not enrolled. Students whose names do not appear on the class roster should contact the Registrar's Office.

Release of Transcripts and Diplomas

A student may not graduate or receive any diploma, certificates, grades, transcript, or letter of recommendation until all financial obligations have been satisfied. Any diplomas, certificates, grades, transcripts, or letters of recommendation shall be retained by Mineral Area College as a security interest until all such obligations are satisfied. Release of any such security interest prior or subsequent to any default by the debtors shall not be considered a binding precedent or modification of this policy.

Statement on Right to Privacy and Review

In accordance with the Family Educational Rights and Privacy Act (FERPA), all students have the right to review their official college records, to request amendment to these records, to restrict their name from certain reports, to file with the U.S. Department of Education appropriate FERPA complaints, and to obtain MAC's FERPA policy statement.

Inquiries regarding the Act of 1974 should be directed to the Registrar's Office. MAC makes available to the public this directory information: name, address, telephone number, date of birth, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (including dates), awards received, and most previous educational institution attended.

If health and safety concerns can be documented, campus community and law enforcement personnel may also be provided an individual photo. Further, the college releases lists of students who qualify for the dean's list, as well as names of graduates to newspapers which cover the permanent address of

record. Names and addresses of MAC graduates or candidates for graduation will be released to four-year institutions upon the institution's request.

If the student objects to the release of directory information, the student should contact the Registrar's Office before the end of the second week of classes during the fall and spring semester and by the end of the first week of classes of a summer or interim term. The request to withhold directory information must be renewed each semester. Students should carefully consider the consequences of a decision to withhold directory information. In such cases, MAC will not release any directory information; thus, any future requests for such information from non-institutional persons or organizations will be refused.

Student Information System

The student information system (MyMAC) is an easy and convenient way for students to access information online about their academic records, as well as information about the college.

It allows current and prospective students to check the course catalog and each semester's course offerings, and provides a convenient method for students to register and pay for classes and access academic and personal information, such as student schedules, transcripts, financial aid, and student billing.

MyMAC operates in a secure environment. Students must use their student identification number and password to access personal information. MyMAC is accessed at www.MineralArea.edu.

Transcript Services

The Registrar's Office releases transcripts only on written authorization from the student. Transcripts are \$5 if mailed, \$8 if faxed, and can only be processed when payment is received. A transcript may be requested in person, or by writing the Registrar's Office. Transcript request forms are available in Student Services or may be downloaded from the Web at www.MineralArea.edu.

All transcript requests must include: student's full legal name and any former name(s), Social Security number or student identification number, birth date, current address including day phone number, and address to which transcript is to be mailed. The student must give complete information as to the street address and location and office or agency to which the transcript is to be mailed, and the student must have his or her original signature on the form to authorize the release of the transcript. A computer generated signature is not valid.

Transcripts can only be processed when payment is received. A faxed transcript request must contain all the above-listed information as well as credit card information including expiration date. Requests for transcripts to be faxed will not receive priority processing.

Please allow two to three working days for processing all transcript requests. Additional time is required for processing at the end of the semester. Outstanding obligations, financial or otherwise, to the college must be met before a transcript is released.

Students may obtain an unofficial copy of their transcript through the student information system (MyMAC).

Transfer to Other Colleges

Admission requirements for transfer students vary among receiving colleges and universities. Courses taken for credit at Mineral Area College will be accepted in transfer by other colleges, provided grades are satisfactory and courses taken are appropriate to the degree sought by the student. To assure smooth transfer to a four-year institution, students should consult an academic advisor early regarding transferability of credit earned at Mineral Area College. The Associate of Arts Degree is designed as the statewide general studies transfer degree.

Although acceptance of credit is at the discretion of the transfer school, MAC has articulation agreements facilitating transfer. Generally, college transfer program courses will satisfy various department, general education, elective, and degree requirements at receiving schools. Career and technical program courses may not transfer because these programs are designed for employment preparation rather than transfer.

It is the student's responsibility to follow the recommendations of the institution to which he or she intends to transfer upon completing work at Mineral Area College. Students planning to transfer should refer directly to the official college or web site of the institution they plan to attend and meet those requirements and recommendations for a selected area of concentration.

Verification of Enrollment

All enrollment verifications are processed in the Registrar's Office. A student may complete a verification of enrollment form on campus. The form is available in the Student Services Office and at www.MineralArea.edu on the Registrar's Forms page. The student's signature is required for all enrollment verifications.

Current semester enrollment verifications are processed after classes have been in session for two weeks. Please allow two or three days for processing.

Support Services

Access Office

The Access Office provides and coordinates accommodations for eligible students with documented disabilities. Students who benefit from contacting the office may have physical, visual, hearing, learning, or psychiatric disabilities. In order to apply for services, students have to be willing to self-disclose and provide documentation of their disabilities from a qualified professional.

Disability support services can include assistance with registration, personal advising, classroom adaptations, alternative testing methods, access to audio books, volunteer note-takers, accessible parking, readers, scribes, and sign language interpreters. Students are encouraged to help determine the most reasonable and appropriate accommodations needed to obtain their educational goals.

Additionally, the Access Office helps students transition from high school to college and works with students to educate them on the different laws regarding access to services at the post-secondary level. The office serves as a resource for instructors, students, parents, and the community.

Students requiring any accommodations in their courses are encouraged to contact the Director of the Access Office at (573) 518-2152, before registering for courses. Early contact will allow the office to determine eligibility for accommodations, review appropriate disability documentation, and arrange for accommodations. Some accommodations may require more time to arrange for particular courses. More information regarding student responsibilities and documentation can be found at the Disability Support Services link on the college web site at www.MineralArea.edu.

Advisement System

The advisement system is faculty-based, in which students are assigned a faculty adviser based on their choice of major. Students can change majors or programs of study and/or their advisor by filing a form with the Registrar's Office. The form is available on the Web under Registrar's Forms or in Student Services.

Academic advisement is an important responsibility of the faculty and Student Services advisers. Academic advisers explain the college's requirements and help students plan a course of study.

Advising is a joint responsibility of advisers and students. Students are expected to read the regulations in this catalog and conform to them. The student is responsible for knowing the regulations and policies and for meeting the requirements for a degree or certificate. Advisers guide the student toward accepting responsibility for academic decisionmaking.

Assessment

Placement Tests— The preferred test for placement at MAC is the ACT; it is administered in September, October, December, February, April and June of each year. MAC also offers the Compass examination for students unable to complete the ACT before registration. The Compass test is an un-timed examination that is taken on the computer; you need not have computer skills to take the test. It is extremely user-friendly and much less stressful than traditional tests. The Compass is designed to measure current skills in reading, writing and math; the results are used to select appropriate levels of English and Math courses. Students may take Compass more than once and they may take the entire battery or any of the three subject area tests. The fee for two or more tests is \$15 and any single test is \$10.

GED Test— To register for this test, you must have received your GED Authorization Form from Jefferson City and have completed the GED demographic form before registration at MAC. A \$20, non-refundable fee (cash, credit card or money order) is payable when you register for testing; registration must be completed before the day of testing. You must present a Missouri driver's license or Missouri non-driver ID to be admitted to the test.

CBASE— The College Base (CBASE) was adopted by the State Board of Education; candidates for the AAT degree must score 235 or higher in each of the four subjects areas (English, mathematics, science and social studies). The CBASE is offered five times each year. To schedule the CBASE, the \$50 testing fee must be paid in the Student Services Office no later than the Wednesday before testing (a late fee of \$15 will be required after the Wednesday deadline). Since this test has limited seating, you are encouraged to register as far in advance as possible to assure a seat.

Exit Exam— All degree-seeking candidates for graduation must complete an exit exam. Candidates for

a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam, and also must take a technical skill assessment unless their program requires them to take a licensure examination that is industry-recognized and approved. The assessment director will notify candidates via campus email of the exit exam dates and the date will be posted on the website.

Certification Testing— Mineral Area College is now an authorized testing center for professional and technology certification testing through Pearson Vue, Castle Worldwide, Iso-Quality Testing, NOCTI, WorkKeys and ISCET testing services. Fees and testing times are dependent on the type of certification testing.

Proctoring Distant Ed Course Tests— By arrangement, MAC provides proctoring for course examinations through distance education courses for various universities for a fee of \$15 per hour.

Bookstore

Mineral Area College operates a bookstore in the Student Center where textbooks, supplemental reference books, software, and necessary school supplies may be purchased. In addition, a wide variety of convenience, gifts, and college-related items are available. Hours during the semester are Monday-Thursday, 7:30 a.m.-7 p.m.; Friday, 7:30 a.m.-3 p.m.; Saturday, by notice only.

Cardinals Nest

Breakfast, lunch and dinner are available in the Cardinals Nest next to the Field House. Check the MAC web site for hours of operation. The Cardinals Nest is open for all home volleyball and basketball games.

Career Placement

MAC has contracted with Workforce Employment Solutions to outsource its Career Placement Office and administration of the Work Experience Internship Program. Workforce helps students and alumni with job placement, while working with current students on internship opportunities. Students may stop by to discuss current job openings, solicit advice on interviewing techniques, research companies that are hiring or may be coming to campus, and take that first step to a new career. The office is located in the Arts and Sciences building. Job opportunities may be found at www.MineralArea.edu under "Employment Options," or www.visitworkforce.com.

Career Planning Center

The Career Planning Center provides help in career decision-making, career information, job search techniques, and college transfer information. A wide variety of services are offered to assist with the job search process or to help individuals who need to make career decisions.

Classes are offered to help students who are undecided or questioning their college major and/or career future. These courses are described in the Course Descriptions section of this publication under Personal Awareness.

Counseling and center resources are free and available to any MAC student or community member. A career library houses information on careers and job searches, as well as a large collection of college catalogs. Computerized career information systems provide job, college, and career information. The center provides testing that measures work-related interests, values, abilities, and aptitudes. Help is also available for those needing assistance with resume development.

Personal Counseling

Confidential personal counseling is available in the Student Services offices by appointment or walk-in Monday through Friday. Certified counselors work together with all faculty members to meet students' needs for counseling on personal, social, and academic issues that may be interfering with their success at Mineral Area College. Referrals to outside agencies are also available for more severe concerns.

Counselors are also available for evening appointments Monday through Thursday evenings until 6:30 p.m. (5:30 p.m. during summer semester).

C.H. Cozean Library

The college's library is a combination of resources that support, extend, and enrich the academic curriculum formulated by the college. The library helps students grow in their ability to search, generate, evaluate, and apply information that lets them continue their education into lifelong learning. Staff members

help locate information, develop search strategies for papers and speeches, and teach students how to use the library's resources and the Internet for research.

The library has more than 30,000 volumes in its collection, including books, selected popular fiction and nonfiction books, subscriptions to approximately 140 magazines and journals, as well as DVDs and music CDs. The online catalog (CARDinals catalog) is accessible 24/7 for patrons to search for library materials and view their library accounts.

The library belongs to MOBIUS (Missouri Bibliographic Information User System), whose network includes 59 academic libraries, two public libraries and the State of Missouri library. The MOBIUS Union Catalog includes more than 23 million items. Faculty, staff and students can request books from the MOBIUS catalog for delivery to the library within two to four days.

To find articles on a particular topic, patrons can use one of the library's online databases (i.e., EBSCOHost, JSTOR, SIRS Knowledge Source, St. Louis Post Dispatch, or NewsBank Access World News). These databases provide access to complete articles from more than 5,000 journal and magazine titles; can locate articles in the library's paper magazine collection; and can identify other articles on a topic that are not in the library's collection. The resources can be found at www.mineralarea.edu/library.

A student I.D. card is required for the current semester when checking out material. Books and MOBIUS items may be checked out for three weeks. Magazines and journals, DVDs and CDs may be checked out for one week. Renewals are usually permitted unless there is a waiting list for an item. Materials must be returned on or before the due date to avoid a fine. Patrons with unpaid bills are blocked from further check-out of materials and may not be able to register for classes or receive grades or transcripts. There is a charge of 10 cents per day on items in the library collection excluding reserve materials. If a library item is lost, the patron must pay the price of the item plus a \$10 processing fee. MOBIUS items that are either not returned or lost are subject to a lost book fee of \$100 plus a billing/processing fee of \$20.

All students have library privileges. Non-students who are at least 18 years old may buy a non-refundable community borrower's card for library privileges. The price for residents of the MAC taxing district is \$5; the price for out-of-taxing-district residents is \$10.

Health Services

The college does not provide health services. Health needs should be addressed to a private physician or the public health center. Emergency needs can be met by calling 911. Students who have health disabilities impacting the educational experience can contact the Access Office, (573) 518-2152, to discuss academic accommodations. Self-disclosure and documentation of the disability will be needed to determine eligibility.

Learning Center

In the Learning Center, located on the second floor of the library and at each Outreach Center, students may enroll in 1-credit hour developmental courses designed to help improve English and math basic skills. Students proceed at their own rate, beginning at a level at which they function successfully.

Math Lab: Math Lab assists all students needing help in mathematics from arithmetic skills through college algebra.

Writing Lab: Writing Lab assists students needing help in writing papers or brushing up on grammar.

Breaking Traditions

The college's Breaking Traditions program provides services to those who are considering nontraditional careers, to single parents, separated, widowed, or divorced students, or someone who is married to someone with a disability.

Breaking Traditions is a free program providing support for adults facing a career or lifestyle change. It helps people choose a career based on their interests and abilities, find out about financial assistance for career and technical training programs, and learn about the many career opportunities in fields traditionally dominated by members of the opposite gender. The many careers in new and emerging high technology areas are of particular interest to women. Services are provided based on individual needs.

Breaking Traditions also provides professional development seminars for area educators.

Parking

Free parking is provided on several large student parking lots. Parking regulations are distributed at C.A.R.D.S. student orientation and are available any time in the Student Services Office. Students have the

responsibility of familiarizing themselves with these regulations and abiding by the prescribed rules. Fines are assessed for violation of published parking and traffic regulations.

Special parking permits are available for individuals with disabilities who require accessible parking. Those students should contact the Access Office at (573) 518-2152.

Student vehicles are not allowed to park in faculty lots or in handicapped parking spaces at any time.

Regional Technical Education Council

The Regional Technical Education Council (RTEC) of the MAC service region was established in 1996. RTEC improves delivery of post-secondary career and technical education and provides direction and services related to manufacturing and technology, emphasizing high-skill, high-wage occupations in the region.

RTEC improves post-secondary career and technical education by developing new associate of applied science degrees and related post-secondary programs. RTEC also coordinates services with Customized Training and Tech Prep, tailoring services to local business and industry needs. RTEC promotes the benefits of career and technical education and increases access to training through delivery methods such as distance learning.

Links are maintained with Arcadia Valley Career Technology Center, Cape Girardeau Career & Technology Center, Perryville Area Career & Technology Center, UniTec Career Center in Bonne Terre, Cape Girardeau 63 School District, Winona School District, Current River Consortium, and Southeast Missouri State University.

RTEC is made of representatives from business and industry, public and private education, labor unions, and government agencies. It is funded by the Coordinating Board for Higher Education.

For more information about RTEC, students may call (573) 518-2157 or the Coordinating Board for Higher Education, 3515 Amazonas, Jefferson City, MO 65109, (573) 751-2361.

TRIO Programs

TRIO Programs are funded under Title IV of the federal Higher Education Act of 1965. They are designed to help students overcome class, social, and cultural barriers to higher education by providing information, advising, academic instruction, tutoring, assistance in applying for financial aid, encouragement, and support.

Five TRIO programs are on Mineral Area College's campus: Two Upward Bound programs work with high school students, Student Support Services (EXCEL) focuses on college students, and the two Educational Talent Search programs work with middle and high school students.

The first **Upward Bound** program started at Mineral Area College in November 1995, and a second one was funded in September 2007. Both programs work with qualified high school students to help them prepare for and be successful in college. Weekly meetings at the students' schools help them with career choices, financial aid, and college information. Monthly Saturday programs provide seminars and cultural experiences to prepare them for college. Students attend classes on campus for six weeks during the summer to simulate college living and to prepare for intense academic work. Together, the programs serve more than 105 students in 10 area school districts.

EXCEL/Student Support Services (SSS), the second TRIO program at MAC, was originally funded in 1997. It provides services to 200 qualified students who need academic and other support to graduate from Mineral Area College and transfer to a four year institution. Tutoring, advising, workshops, and cultural activities are the primary components of EXCEL/SSS. Limited financial aid, subject to availability of funds, is available to students who meet federal and EXCEL/SSS eligibility criteria. This aid includes both scholarships and grants. EXCEL/SSS facilities include a computer lab for the exclusive use of its students. In addition, laptops, calculators, tape recorders, and other learning aids are available for short term loans to EXCEL/SSS students.

Educational Talent Search was the third TRIO program to be added to the MAC campus, effective October 2002. The first ETS program serves students in St. Francois and Madison Counties. A second ETS program was started September 1, 2006, to serve students in Washington and Iron Counties. Each Educational Talent Search is designed to serve 562 young people in grades 6 through 12. Participants receive information about college admission requirements, scholarships, and various student financial aid programs. This early intervention program helps young people to better understand their educational opportunities and options by providing academic and career advising, ACT preparation, test taking strategies, tutors, interest inventories, cultural field trips, and visits to college and technical school campuses.

Tuition & Financial Assistance

MAC pursues the idea of equal educational opportunity for all at affordable prices, regardless of residency.

Family circumstances of aid applicants will be evaluated according to all available information, and assistance will be allocated where the greatest need exists. Some income and/or assets might be required to help cover or offset the costs of a MAC education.

Students needing financial help may receive aid through long-term loans, grants, scholarships, and/or part-time employment. All needed assistance may not always be available through one source, but a combination of sources or a “financial aid package” may be achieved to meet the student’s need.

To receive financial assistance, the student must be a U.S. citizen, have a high school diploma or GED certificate, be admitted to MAC as a regular student, be capable of maintaining satisfactory academic progress, be pursuing a certificate or degree at MAC, and have genuine financial need.

TUITION AND FEES

Tuition for Credit Classes:

(Subject to change with notice.)

- **Resident of the Taxing District:** \$87/semester credit hour.
- **Student from Outside Taxing District:** \$115/semester credit hour.
- **Out of State and International Tuition:** \$143/semester credit hour.

Classification for Tuition Purposes

The college uses the student’s residence to determine tuition (taxing district and out-of-taxing district of the Junior College District of the Mineral Area). The student may, however, contact the Business Office or Admissions Office with questions concerning residency classification.

The burden of proof of eligibility for taxing district tuition rests solely with the student.

Resident of the Taxing District of MAC

To qualify for taxing district tuition rates, the student must:

1. Reside in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
2. Be a minor whose parents or legal guardian resides in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
3. Be married to a spouse who resides in the taxing district for a minimum of the immediate past 12 consecutive months (P.O. Box is unacceptable);
4. Has attended or graduated from a Missouri secondary school district whose legal address is located in the taxing district during the school year immediately prior to registration at MAC.

Students may appeal the assessed tuition rate by submitting any one of the following documents to the Business Office located in the Arts & Sciences Building:

1. A renter’s lease,
2. A property deed,
3. A real estate property tax receipt;
4. A personal property tax receipt.

In the event that an additional appeal is necessary, students should follow published procedures for student due process at MAC, available in the Dean of Students Office or online at www.MineralArea.edu.

Students from Outside the Taxing District of MAC

Out-of-district tuition is assessed to students who reside in permanent residences located in Missouri for the immediate past 12 consecutive months, but not within the taxing district.

Out-of-State Student

Out-of-state tuition is assessed to students who reside in permanent residences located outside the state of Missouri, as defined in the Missouri Department of Higher Education residency policy.

International Student

An international student is a citizen or Permanent Resident of a country other than the United States, and studying in the United States on a temporary visa. (See pg. 15.)

65 Years of Age or Older (Senior Scholar Program)

All residents age 65 or older in the college service region may take college-level courses on a not-for-credit, audit basis. Tuition is waived, although students must pay for textbooks, lab fees and other course materials. Students must provide proof of age and residency and meet all entry requirements and course prerequisites. Courses will be taken on an audit basis only, and students must declare their intent to audit when they enroll. All courses are available only when class space is available. Students in this program must follow college policies regarding audit courses and other student policies in the Board Policy Manual. Contact the Registrar's Office for registration and more information.

Penalty for False Information

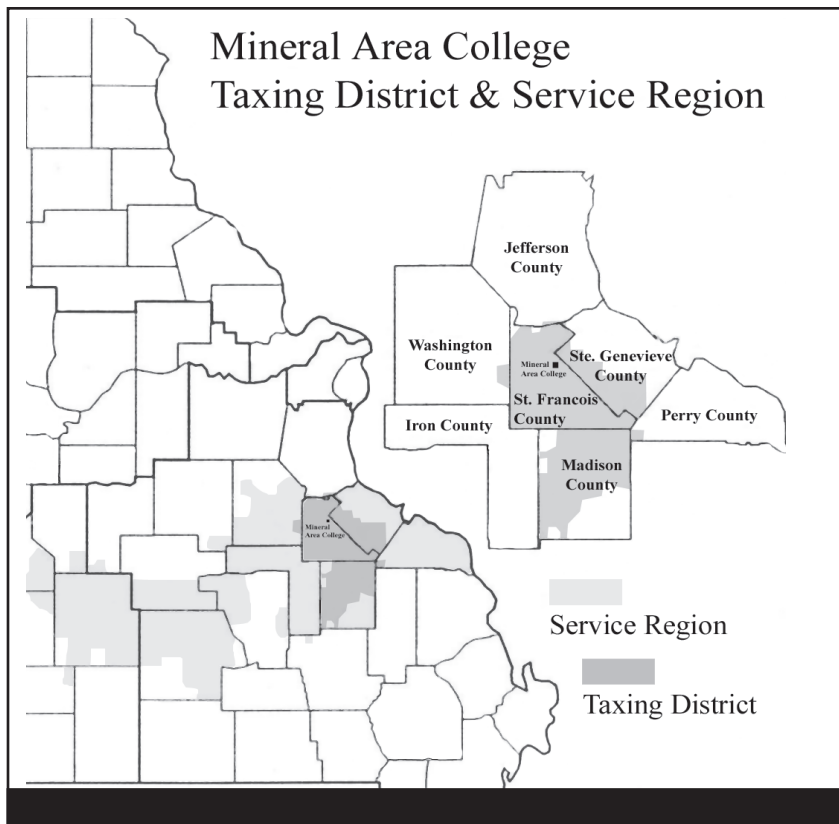
If a student intentionally gives false or inaccurate information regarding residency or fails to inform the college of a change of address altering his/her residency classification, the student will be subject to the following penalties:

1. Disciplinary action;
2. Academic records which will not be released to any agency or institution until the student has paid MAC the difference between the fees and tuition already paid and the amount that would be owed by a person of the correct residency classification.

Tuition and Course Fees Set by the Board of Trustees

Due to state funding uncertainties, the semester tuition and fee rates per credit hour or per course cannot be accurately printed over the two years this catalog is valid. Tuition and course fees are close approximations and are provided to help in planning the cost of attendance but are not to be considered actual. Current tuition and fee information is always available in the Business Office.

Course and laboratory fees are applied to all courses which include use of specialized equipment or facilities and/or consumable instructional materials and supplies. Correct



course and laboratory fees are reflected in the current semester schedule of courses and are available in the Business Office.

PLEASE NOTE: The tuition and fees schedule is subject to change with prior notice by and at the discretion of the MAC Board of Trustees.

Books and Materials

The student is expected to obtain the books, supplies, and consumable materials needed in his/her studies. In addition, some programs require the purchase of special items such as tools or specialized equipment. A complete listing of special costs is available from the College Bookstore, program coordinator, or specific instructor.

Fees for Non-Credit Classes

A person enrolling in a non-credit course offered through the MAC's Continuing Education or Workforce Development Departments will pay course fees as determined for each course or program.

Payment of Tuition and Fees

Tuition and fees are payable before or on the deadlines published in the semester course schedule booklet. Students should write their student I.D. number on all payments to ensure that the proper account is credited. All checks and money orders should be made payable to:

MAC

ATTN: Business Office

P.O. Box 1000

Park Hills, MO 63601-1000

The student's cancelled check serves as a receipt. Checks must be written for the exact total and must be received by the Business Office by the published deadline to avoid late fees and interest charges. No two-party checks will be accepted. A \$25 fee is charged for each check returned by a banking institution. Returned checks not fully paid within 10 days will be turned over to the Prosecuting Attorney's Office.

Tuition and fees may be paid by cash, check, money order, American Express, Visa, MasterCard, or Discover credit cards or debit cards. Payments can be made at the Business Office, by mail, or online via MyMAC.

Payment Deadlines

Upon registration of any fall or spring semester or summer session, all students are expected to pay 25 percent of all tuition and fees unless financial aid is on file in the Business Office. Students who do not meet this deadline will have their registration cancelled and course selections terminated.

Payment schedules are published in the course schedule booklets each semester and are available at www.MineralArea.edu.

Current Address

It is imperative that students inform the Business Office of any changes of address. Invalid addresses could delay receiving pertinent correspondence. You may change your address at the Business Office or online at MyMAC. Change of address information cannot be taken over the telephone.

Account Balances

Students will be emailed for unpaid balances around the 25th of each month. All balances may be paid off early. Additional fees may include, but are not limited to, payment plan enrollment fees, late fees of \$15 and monthly service charges of .75 percent per month on unpaid balances (i.e., \$100 x .75% = .75). Please read the "Payment Policy Information" section located in the schedule booklet for payment plan information regarding additional fees.

On the next day following the final payment date (consult the appropriate semester's course schedule booklet, "Important Dates" section), students with any remaining unpaid balance will be assessed a one-time, \$25 collection fee and will have their accounts sent to a collection agency. Accounts are also subject to Missouri State Tax Interception.

Third-Party Billing

MAC will permit students to enroll in classes if financial authorization is presented from an agency such

as an employer or a sponsor. In circumstances requiring third-party billing, payment arrangements should be made in advance with the Business Office.

Delinquent Accounts

The student must meet all financial obligations each semester by paying all money due to MAC including tuition, fees, rent, fines, charges for unreturned library books, and any other financial obligations by payment deadline. A student with a delinquent account is not permitted to enroll in succeeding terms, is not entitled to obtain transcripts, is not permitted to graduate, and, if currently enrolled, may be withdrawn from classes. Unpaid balances will be sent to a collection agency, and to the Missouri Department of Revenue for interception of the individual's tax refund.

Refunding Tuition and Fees

For credit coursework, once a student officially changes his/her semester schedule of classes or completely withdraws from the college, this action may entitle the student to a tuition and fee refund. The eligibility and amount for a refund is automatically calculated by the date of the withdrawal.

An appeal process exists for the student who feels that individual circumstances warrant exceptions from published policy. A written letter of appeal and documentation must be submitted before the end of the semester in which the refund is to occur to the Vice President, P.O. Box 1000, Park Hills, MO 63601.

Student Liability Insurance Program

Students enrolling in certain health occupations and other programs requiring clinical practice, laboratory, or experiences in providing patient/client care must be covered by a student liability insurance program. The specific policy shall be determined by the college, with the cost to be borne by the student as part of the clinical or class fee.

FINANCIAL ASSISTANCE

Application Procedures and Determination of Eligibility for Financial Aid

To apply for financial aid, the student must

1. Obtain, complete and submit the Free Application for Federal Student Aid (FAFSA). This form may be completed online at www.fafsa.gov.
2. The FAFSA form will allow the student to apply for federal and state sources of student financial aid and to receive a student aid report to be considered for any combination of the programs available. No fee is charged to apply.
3. The FAFSA should be submitted after January 1 and before April 1 each year, for the student to be considered for the following academic year. Applications submitted at a later date will be processed, but limited funds may affect the amount of assistance available to later applicants for all programs except the Federal Pell Grant.
4. Additional application forms must be completed for the Federal College Work Study, Federal Direct Loan, and Scholarship Programs.

Return of Title IV Funds Policy

Effective July 1, 2000, MAC adopted a new Return of Title IV Funds Policy as required by Section 668.22 of the Higher Education Amendments of 1998. Withdrawing students (or those withdrawn for excessive absence), who are recipients of Title IV Student Financial Aid Funds will be subject to the Return of Title IV Funds Policy. This policy applies only to students who have withdrawn (or those withdrawn for excessive absence) from 100 percent of their classes. It does not apply to a student who has only withdrawn from selected courses.

Students who have been paid federal financial aid funds are required to earn those funds by attending classes through at least 60 percent of the period of enrollment (ninth week of classes). Students who fail to meet this guideline will be required to repay all or a portion of their financial aid.

The following Title IV Student Financial Aid Programs are affected by this policy:

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)

- Direct Subsidized and Unsubsidized Loans
- Parent (PLUS) Loans
- EXCEL SSS Grant

Students who remain in attendance through 60 percent of the period of the semester, but later withdraw from the college, will not be required to repay any portion of their federal financial aid.

MAC policy states that a student may be dropped for non-attendance from a course due to excessive absence. Moreover, it is college policy that the student will be dropped for excessive absence after two weeks of consecutive absence. If a student is not attending classes, he or she is required to complete the official withdrawal process of the college. If a faculty member has confirmed that the last date of attendance was prior to the student's official withdrawal date from the college, the refund requirement will be based upon the earlier date. If a student enrolls in courses and fails to attend any of them, the student will be responsible for a 100 percent refund of any federal aid disbursements received.

If a refund of federal financial aid is required, the college will make the refund on the student's behalf to the federal government. In turn, the college will charge the student for the amount repaid. Failure to repay the college for the amount of this refund will result in collection action.

Worksheets used to determine the amount of a refund or Return of Title IV Aid are available upon request as well as examples of how the policy is applied.

NOTE: The U.S. Education Amendments of 1986 provide that financial aid payments under any federally funded program must not be made to a student if that student owes a repayment on grants or is in default on a loan previously issued to the student.

Minimum Academic Standards For Financial Aid Eligibility

This policy covers Federal Grant Programs, Federal Student Loan Programs, Federal College Work Study Programs, Missouri Grant and Scholarship Programs.

Qualitative Standard — A minimum cumulative GPA of 2.0 or higher is required.*

Quantitative Standard — A student must successfully complete a minimum of two-thirds of all course-work attempted each semester.**

Students have a maximum number of semesters in which to complete their degree as follows:

ENROLLMENT STATUS	MAXIMUM TIME FRAME***
Full-Time	6 Semesters (or 93 Credit Hours Attempted)
3/4-Time	9 Semesters
1/2-Time	12 Semesters

A student pursuing a certificate that requires 30 or more credit hours for completion may attempt up to a maximum of 45 hours. A student not meeting the above minimum academic standards or maximum timeframe is ineligible for financial aid at MAC.

Financial Aid Warning — A student who fails to meet the above criteria will be placed on financial aid warning for the next semester of enrollment. A student receiving financial aid while on financial aid warning must meet the minimum requirements or become ineligible for future aid at MAC (financial aid suspension).

Appeal Process — A student not meeting the above standards may regain academic eligibility to receive financial assistance if after succeeding semester(s) he or she accumulates 12 or more credit hours with a 2.0 GPA in those 12 or more credit hours.

Under extenuating circumstances, a student may submit an appeal to the financial aid director. The appeal form is available on MyMac under the Financial Aid tab, Financial Aid Forms and is also available on the MAC website under Financial Aid, Financial Aid Forms. A student may also request a copy of this form from the Financial Aid Office. If a student does not agree with the director's decision, he or she may request a hearing with the dean of students.

*Cumulative grade point average includes grades of A, B, C, D, and F. A student on financial assistance may repeat a course one time in which a required grade was not attained.

**Total credit hours attempted will be verified at the end of the 10th day of class work each semester. (Withdrawals before the verification date and audit course are not counted in attempted course work.)

***The maximum time frame includes all terms of enrollment and credit hours attempted, even those for which the student did not receive aid from the federal student aid programs.

Federally Funded Financial Aid Programs Federal Pell Grant

1. The Higher Education Act Amendments of 1972 has authorized a federal program of grants for all eligible students, not just those of exceptional financial need.
2. Federal Pell Grants cannot exceed the difference between the student's family contribution and the actual cost of MAC attendance.
3. In the event federal appropriations are insufficient to meet full entitlement, the Federal Pell Grants will be adjusted downward.

For less than full-time students, the Federal Pell Grant is proportionally reduced.

Full-time = 12 or more credit hours course load

3/4 time = 9, 10, 11 credit hours course load

1/2 time = 6, 7, 8 credit hours course load

Federal Supplemental Educational Opportunity Grant

A Federal Supplemental Educational Opportunity Grant will be awarded to those in greatest financial need with preference given to early date of application.

Federal College Work-Study Program

1. Work is scheduled on a part-time basis with a maximum schedule of 19 hours per week.
2. The job duties are varied and may involve assignment as a typist, maintenance worker, Learning Resources Center assistant, lab assistant, audio-visual equipment operator, etc.
3. Employment is on campus.

Federal Direct Loan

1. Long-term guaranteed loans are available through MAC with funding provided by the U.S. Dept. of Education.
2. Repayment is deferred for six months after the student leaves school or graduates. The government pays the interest before the repayment period for the Subsidized Direct Loan Program. Upon leaving college, the student begins paying the principal amount of the loan and the remaining interest.

State-Funded Financial Aid Programs

A+ Schools Program

Under grants made available through the Missouri Department of Elementary and Secondary Education A+ Schools program, qualified graduates from participating high schools are eligible for Missouri community college scholarship grants. Students must fulfill A+ program requirements at the high school before applying for grants. Students should contact high school counselors for eligibility requirements. A+ coordination at MAC is handled by the Financial Aid Office.

In order for eligible A+ graduates to continue to qualify and remain eligible for A+ financial incentives, each student must

- Have enrolled and attend on a full-time basis a Missouri public community college or vocational or technical school;
- Maintain a minimum grade point average of 2.5 on a 4.0 scale; and
- Make good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.

The A+ Schools financial incentives will directly reimburse Missouri public community colleges and vocational or technical schools for the unpaid balance of the cost of tuition, after the federal post-secondary student financial assistance funds have been applied to these costs.

Bright Flight Scholarship (Missouri Higher Education Academic)

The Bright Flight Program provides scholarship awards of \$2,000 per academic year subject to available funding. To be eligible, a student must

- Have a composite score on the ACT or the SAT in the top 3 percent of all Missouri students taking those tests;
- Be a graduating high school senior who plans to enroll as a first-time, full-time student at a participating Missouri post-secondary school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity.

Interested students should contact their high school counselor's office.

Marguerite Ross Barnett Memorial Scholarship

This scholarship was established for students employed while attending school part-time. To be eligible, a student must

- Be enrolled at least half-time but less than full-time at a participating Missouri postsecondary school;
- Work and be compensated for at least 20 hours per week;
- Be 18 years of age or older;
- Demonstrate financial need;
- Maintain satisfactory academic progress according to standards of the school;
- Be a Missouri resident and a U.S. citizen or eligible noncitizen;
- Not be pursuing a degree or certificate in theology or divinity.

Award amounts vary based upon individual financial need but are limited to actual tuition at MAC.

Special Loan Funds, Emergency Loan Fund

Through the benevolence of several civic organizations and individuals, short-term student loans are available to students who need loans to meet immediate costs related to continuing their college program. Applications and further information may be secured from the Financial Aid Office.

Veterans

MAC programs of study are approved for veterans' educational benefits. The Financial Aid Office serves as the college's veterans' representative and provides services to persons who are eligible to receive educational assistance (G.I. Bill) as administered through the U.S. Department of Veterans' Affairs.

Students who are veterans, dependents of veterans, or members of reserve and national guard units must contact the veterans representative to initiate their G.I. Bill.

The college certifies enrollment in terms of the veteran's semester hour course load and subsequently reports changes in student course load. Veterans' attendance is certified to the Veterans Administration (VA) beginning with the date of initial registration and periodically until the expected completion date of the VA approved program or goal. Veteran students must promptly inform the Financial Aid Office of any changes in status which might affect benefits. Failure to report such changes can result in mispayments and other complications in receipt of benefits.

Veterans benefits are available according to the following course-load guidelines:

For Fall and Spring Semesters:

Full time	12 or more hours
Three-fourths time	9-11 hours
Half time	6-8 hours
Less than half time	1-5 hours

(Six hours is considered full time for the summer session.)

The VA may refuse to pay educational benefits to a veteran who fails to make satisfactory progress toward a specified educational goal. All veterans must maintain the academic standards of progress as listed previously for all other federal and state funded financial aid programs.

The VA will not pay for repeat courses for which a passing grade has already been received. The VA will not pay for Learning Center courses, for courses that do not earn credit and/or are not computed into the GPA, and/or for courses that are not necessary for progress toward the specified educational goal.

Servicemembers Opportunity Colleges

MAC is a member of Servicemembers Opportunity Colleges (SOC), a consortium of over 1,300 institutions pledged to be reasonable in working with service members and veterans trying to earn degrees while pursuing demanding, transient careers.

As a SOC member, the college is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements and credit learning from appropriate military training and work experiences. SOC is sponsored by 15 national higher education associations with the military services, the National Guard Bureau, and the Office of the Secretary of Defense serving as cooperating agencies.

Vocational Rehabilitation

MAC is approved by the Department of Elementary and Secondary Education for state-supported Division of Vocational Rehabilitation services. The division provides financial aid to eligible students with

disabilities. Applications for these benefits are made through the Vocational Rehabilitation Office serving the county in which the student resides. Interested persons may contact the MAC Financial Aid or Access Office for assistance and information regarding vocational rehabilitation and for on-campus services for students with disabilities.

College-Funded Scholarships and Awards

Scholarships are funds that do not require repayment. They range from a specific amount given in a particular semester to a full scholarship of tuition, fees, and books for up to four continuous semesters.

A number of scholarships have been established at MAC and through the local community. The scholarships at MAC include those established through the Board of Trustees, Foundation Office, the Athletic Department, various MAC clubs, organizations, faculty, and staff. These scholarships are based on a wide range of criteria that include academic achievement, career programs being followed, leadership involvement, talent, and athletic ability.

A booklet that lists the college and local community scholarships and provides pertinent information for applying can be obtained from the Financial Aid Office.

Since thousands of scholarships are offered nationwide, the library is another resource for references concerning financial awards. Scholarships may also be found on the Internet through various Internet addresses provided by Financial Aid.

Outside Aid Reporting Requirement

Students who receive outside aid, including loans, grants or scholarships from private individual groups or governmental agencies, must report the source and the amount of such outside assistance. Federal regulations require the college to adjust a student's aid award so as not to exceed the students' needs. Students who knowingly withhold such information from the Financial Aid Office are subject to termination of their financial aid award and repayment of any excess award back to the federal government.

Verification

To curb abuse and fraud in aid programs and to insure funds are being awarded to truly needy students, MAC and the federal government have instituted a program of information verification.

The Financial Aid Office may request verification to substantiate information on the application. Items subject to verification include adjusted gross income, Social Security income, veteran's benefits, nontaxable income, interest income, assets amounts, number in household, and number in post-secondary institutions.

Copies of parents' and students' federal tax forms must be submitted to the Financial Aid Office if requested. Students selected for verification must complete all required procedures by the end of the academic year, end of their period of enrollment or June 30, whichever comes first, or aid funds will not be disbursed.

Selective Service Requirement

Selective Service Registration is required to receive Title IV federal aid funds.

On April 11, 1983, the Secretary of Education published regulations amending Subpart B of the Student Assistance General Provisions, 34 CFR Part 688 to implement section 1113 of the fiscal year 1983 Defense Department Authorization Act (Pub. L97-252) 48FR 155 78-84. Section 1113 provides that beginning with the 1983-84 award year, any student required to be registered with Selective Service but fails to register is ineligible for student financial assistance provided through programs established under Title IV of the Higher Education Act.

Financial Aid Confidentiality Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA).

The following statements pertain to confidentiality of records held by the Financial Aid Office. "Educational Records" are records, files, documents, and other materials containing information directly related to a student and are maintained by the college. Under this act, the financial aid records of a student may be inspected by that student with the following exception: In accordance with Public Law 93-380, as amended, the Office of Student Financial Aid will not release to a dependent student the financial records of the student's parents without the written consent of the parents.

Other information contained in the student's file may be reviewed, and if inaccurate information is included, the student may request the expunging of such information. The information will then be expunged upon authorization of the official responsible for the file.

Student Consumer Rights Information

Student Rights and Responsibilities

The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application on a timely basis.

The applicant has the right to seek and receive full information and counsel from the director of Financial Aid in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Student Services Office: (a) withdrawal from college, (b) transfer to another college, (c) name change, or (d) address change or parent's address change.

If student loans have been received, an exit interview must be arranged with the Financial Aid Office when graduating or withdrawing from the college. Failure on the aid recipient's part to make satisfactory arrangements for the settlement of the college account by the due date will result in one or both of the following official actions: (1) a hold placed on the student's records, (2) refusal of future financial aid awards.

Special Condition Procedures

If the family's financial circumstances change due to death, disability, or long-term unemployment, the student may become eligible for more assistance. The applicant must take the initiative in notifying the Financial Aid Office of these changes.

Amounts of Awards

Student aid awards vary depending upon the student's eligibility for one or more programs and the student's evaluated financial need.

The process of combining or packaging the different forms of financial aid is the culmination of the total need analysis and aid determination cycle. The entire aid program has been developed to insure fair and equitable treatment of all aid applicants.

Payment of Awards

All college administered student loan and grant disbursements are made by debit card. Payments are usually made during the sixth week of each semester. Federal College Work Study students are paid the tenth of each month.

Student Life

Student clubs and organizations offer a wide variety of opportunities and activities for students outside the classroom. Students are encouraged to participate in extracurricular activities for a well-rounded college experience.

ART CLUB

Students working toward a major or minor in art are eligible for membership. The club encourages creating art, and strives to impress in the hearts and minds of its members and the public a more profound understanding of the meaning and nature of art. Students participate in art shows and other campus activities as well as take field trips to view work of other artists.

CHRISTIAN STUDENT UNION

CSU gives students opportunities for fellowship, Bible study, personal growth, and ministry to others. Membership is open to all denominations.

COZEAN LIBRARY BOOK CLUB

The Cozean Library Book Club enriches students' knowledge of books and literature and promotes literary activities. Students meet monthly to discuss the book of the month the club has been reading.

CULTURAL AWARENESS CLUB

This club promotes interaction among students of different cultures and nationalities, encouraging students to broaden their perspectives by understanding and appreciating other languages and societies. The club explores foreign arts, traditions, and observations during events throughout the year.

DELTA PSI OMEGA

Delta Psi Omega is a dramatic fraternity, providing a national honor society for those exhibiting a high standard of work in theater. As MAC students and members of the community qualify, they are rewarded by election to membership in the society and initiated in formal ceremonies at the end of the spring semester.

LITTLE THEATRE GUILD

The guild produces 8-12 shows a year, with six main stage shows (two per semester). Three of the shows are musicals. A children's show tours local elementary students each semester. The guild provides quality entertainment while preparing students for four-year education or employment in the performing arts. Students and community members can audition for roles or pursue their interests in directing, designing sets, costuming, or other work behind the scenes.

MAC AMBASSADORS

A MAC ambassador represents the student body and campus. They must maintain at least a 2.5 GPA and have good oral communication and leaderships. They are selected through an application process and receive an hourly rate. Ambassadors help during registration, recruitment, campus tours, student activities and events.

MAC FLIX

The mission of the club is to use films from the past and present to provide social events and educated discussions on how movies affect today's society, culture, and relationships. Open to all students.

MARKETING-MANAGEMENT CLUB

The Marketing-Management Club gives students the opportunity to integrate classroom theory with actual business practices. The club arranges visits to various firms, conferences, and symposiums. Membership is open, there are no dues. Any student interested in Business Management may attend and participate in activities.

MOSALPN

Membership in Missouri State Association of Licensed Practical Nurses Inc. is required of all students accepted and enrolled in the Practical Nursing Program. The organization motivates its members to establish, maintain, and evaluate nursing's professional standards. Membership benefits include newsletters from the association, updates on legislative proposals and changes affecting the nursing profession, and the opportunity to attend the annual MoSALPN convention. Other activities include attending meetings regarding health promotion, maintenance and new technology and treatment interventions. Graduate nurses are eligible and encouraged to continue membership in this professional organization.

NATIONAL ASSOCIATION FOR MUSIC EDUCATION

The purpose of NAFME collegiate membership is to give students an opportunity for professional orientation and development, and to help students gain an understanding of: the basic truths and principles that underlie the role of music in human life; the philosophy and function of the music education profession; the professional interests of members involved in the local, state, division, and national levels; the music industry's role in support of music education; and the knowledge and practices of the professional music educator as facilitated through chapter activity.

NEW JOURNEYS

New Journeys (returning learners) provides support, encouragement and friendship to students who are non-traditional by age. Whether a student has been out of school for several years, never got around to starting, is a single parent, displaced homemaker, dislocated worker, facing a career change, or just looking for personal enrichment, there are many students in similar situations who are waiting to offer support, advice, encouragement and to share commonalities.

OMEGA LEO

As the collegiate level of the International Lions Club, Omega Leo is open to all MAC students, with the focus on service leaning and giving back to local communities through leadership and projects. The club also participates in fundraising activities, an annual eyeglasses collection drive and occasional field trips. There are no dues or minimum GPA requirements.

PHI BETA LAMBDA

Phi Beta Lambda is a national organization of post-secondary students interested in pursuing a business and business-related career. PBL members develop leadership skills, initiate business ventures, and organize community service projects. All PBL students are encouraged to participate in state and national leadership conferences and competitions each year. Through participation in these activities, students are better prepared for careers, continuing their education, and life. Membership is open to any student enrolled at MAC.

PHI THETA KAPPA

Phi Theta Kappa is the international scholastic honor society for community college students. The Lambda Chapter was established at Flat River Community College in 1926 and continued at MAC. Induction requires that a student be enrolled at MAC and have completed 12 credit hours in 1000 level courses or higher with a cumulative GPA of 3.5 on a 4.0 scale. Members failing to maintain their scholastic averages receive probation for one semester and are dropped if the required 3.0 GPA is not maintained.

PSI BETA

Psi Beta is the national honor society in psychology for community colleges. Psi Beta was founded to promote the development of students in psychology and other social science fields through recognition of excellence in scholarship, research, leadership and community service. Students completing 12 semester hours of total college credit, who have an overall GPA of 3.0, and who have taken at least one psychology or social science related course with a grade of "B" may be invited to join the MAC chapter of Psi Beta. A major in psychology is not required for membership.

POSTSECONDARY AGRICULTURAL STUDENT

Postsecondary Agricultural Student (PAS) club provides an opportunity for leadership and career

preparation. All agribusiness and horticulture students are encouraged to participate in state and national conferences each year. Conference activities include exploring agriculture-related occupations and touring industries. The conference also allows students to network with other agriculture students and industry leaders from across the nation. Students may compete in career programs such as Landscaping, Floriculture, Soil Science, Equine Management, Livestock, Dairy and Crop Production. Other competition areas include public speaking, employment interview and career planning and progress.

REDBIRD REVOLUTION

Redbird Revolution is a pom and dance squad which performs during various athletic events, participates at pep rallies, and marches in local homecoming parades. It promotes and upholds school spirit, entertains the crowd with dance performances at games, and develops a sense of good sportsmanship among students. Tryouts are held in the spring.

RE-MAC CLUB (Renewable Energy)

RE-MAC provides information, promotes involvement, and educates students, individuals, and the community about energy conservation and production.

ROBOTICS, AUTOMATION, DESIGN AND INFORMATION TECHNOLOGY CLUB

RAD-I.T. promotes students' study and involvement in computers, computer science, electronics, computer-aided design, engineering, and other related technical disciplines. It acts as a support group for students in these areas, provides social and educational activities and opportunities. Any student may join. RAD-I.T. holds regular meetings, attracts lecturers and demonstrates with skills knowledge, takes field trips, attends meetings, seminars, and conventions, and collaborates on technology projects and artifacts.

STUDENT ACTIVITIES COUNCIL

Student Activities Council is a student-run club that directs, administers and executes student activities and social events for the student body to enhance the college experience. The council is composed of representatives from recognized student clubs and organizations and the general student body.

STUDENT GOVERNMENT ASSOCIATION

The official student governing board and policymaking group of the student body, SGA acts as liaison among students, faculty, and administration. Through it, students can express themselves collectively and initiate and execute measures to benefit the student body and college. Full-time students are elected to SGA by their peers during the beginning of fall semester, to staggered two-year terms. Officers are elected from SGA membership.

STUDENT-MISSOURI STATE TEACHERS ASSOCIATION

S-MSTA provides personal/professional growth opportunities through leadership, experience, ethics, and ideals, creating opportunities through which students observe and share the work of teachers in school and the community.

STUDENT NURSES ASSOCIATION

ADN Program students are required to belong to a nationally-recognized nursing student organization. Membership in a professional organization enhances leadership skills and continued awareness of professional issues. MAC nursing students can join the National Student Nurses Association (NSNA), which automatically includes membership in the local and state organizations.

The college sponsors an active local chapter called the MAC Student Nurses Association (MAC SNA). The local chapter focuses on community health awareness. Members are encouraged to participate in the local chapter as well as on the state level, the Missouri Nurses Student Association (MONSA), which focuses on issues affecting Missouri student nurses.

STUDENT RADIOLOGY CLUB

The Student Radiology Club is open to all students accepted and enrolled in the Radiology Program. The organization motivates its members to establish, maintain, and provide awareness for radiology professional standards. Membership promotes lifelong learning and continuing education. Activities include

attending the annual MSRT convention, additional meetings on new technology and treatments and student quiz bowl competitions with other radiology schools.

DEPARTMENTAL ACTIVITIES

ART DEPARTMENT

The MAC Art Department offers a variety of culturally enriching experiences for students who can view a wide variety of art and participate in art exhibits. The college has two different areas for exhibits: a hallway gallery near the art studio for student work, and a gallery in the lobby of the Fine Arts Theatre. The exhibits are changed often to allow maximum exposure to students' art work. The program offers a high-energy exchange of work and ideas with the Music and Theater Departments through several interdisciplinary projects.

The program motivates the student's creative talents while preparing him/her for continuation in other colleges or universities. After completing the program, the art student should have a strong portfolio which could be presented to any Art Department in the country. The student should also have basic skills to complete various art endeavors within the community.

MUSIC DEPARTMENT

The Music Department consists of a variety of performing ensembles:

Chamber Singers— A 16-voice select choir that sings a diverse repertoire of chamber choral music ranging from madrigals, pop, show tunes, and vocal jazz. Open to all students through audition only.

Concert Band— Meets for one, two-hour rehearsal on Monday nights. Open to all MAC students and community musicians of all ages. A variety of music is rehearsed and performed including including all styles from the wind band literature.

Community Singers— The evening version of the MAC Singers, a large choral ensemble (Soprano/Alto/Tenor/Bass) made of MAC students and community vocalists. It is open to all.

Jazz Ensemble— Performing ensemble focusing on music from the jazz ensemble repertoire. A variety of styles (swing, Latin, ballads, rock, bossa novas, pop, funk, contemporary) will be rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz.

Jazz Combo— Performing ensemble focusing on the small group sound of jazz, a major emphasis is placed on the student learning and applying the creative process of improvisation. Open to all vocalists or instrumentalists through the consent of the director.

Kicks Band— Community version of the daytime Jazz Ensemble meets for one, 2-hour rehearsal throughout the year and is the main performing group at the Jazz Festival. MAC Students welcome to audition, depending on need.

MAC Singers— Performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students with instructor's consent.

Steel Drum Ensemble— A performing ensemble focusing on the popularity of the steel drum band. Students will be instructed in the techniques of steel drum performance. Open to all students and people in the community. The group also uses those who play keyboards, bass, guitar, drums and percussion.

Studio Music— A performing ensemble focusing on creating and producing a large-scale musical-variety show each semester. Open by audition to students who sing or play an instrument.

Other small ensembles, such as brass ensemble, woodwind ensemble, percussion ensemble Broadway/opera scenes are offered when instrumentation and vocalists are available.

All groups within the Music Department perform extensive concerts, recitals, community functions, school functions, theatrical musicals (one each semester including summer), dances, recruiting tours, and professional jobs throughout the school year. Sometimes, these ensembles play concerts at music festivals in other states and countries, creating a more complete learning experience for the music student.

Every spring, the department coordinates an annual Jazz Festival to bring in high school and middle school jazz bands, combos and vocal ensembles from Missouri and Illinois for competition. The Jazz Festival has grown to be one of the largest of its type in the Midwest. At festival's end, a final concert is presented by the MAC Jazz Ensemble and the MAC Kicks Band, featuring world-renowned jazz artists.

THEATRE DEPARTMENT

The Little Theatre Guild is the official producing theater organization on campus. Serving as both a training program for students and a cultural outlet for members of the greater community, shows are open

to anyone wishing to participate in theatrical activities. It strives to bring entertainment, social opportunities, and a world view to audiences and those involved in the show.

The Guild produces a minimum of six shows on campus and Children's Theatre touring shows each year. Students and community members may direct, design, perform or work backstage on any of the shows based on their level of interest. The plays range from world classics to contemporary, comedy, drama and at least two musicals per season.

The Little Theatre Guild also sponsors summer workshops in performance for pre-middle school children, trips for college students to attend plays outside the area, and to participate in the annual American College Theatre Festival.

Every year the guild inducts worthy students into Delta Psi Omega, the national honor society for students of theater.

ATHLETICS DEPARTMENT

Intercollegiate athletics are an integral part of campus life at MAC. The college has attained national and statewide recognition of men's basketball, baseball and golf, and women's basketball, softball and volleyball. Many student athletes continue their athletic careers at four-year colleges and universities.

CHEERLEADERS Men and women are recruited during the spring to cheer for all men's basketball games; home and away, as well as for designated women's basketball home games. Cheerleaders practice during the summer and attend a collegiate cheer camp. They participate in cheer clinics, local parades, pep rallies, raffles, and other various fund-raisers. Cheerleaders may receive the following: shoes, one hour physical education credit and partial scholarships. All cheerleaders must be full-time students and maintain a minimum GPA of 2.0

MASCOT- KIRBY THE CARDINAL MAC is proud of its mascot, Kirby the Cardinal. A student is recruited in the spring semester to wear Kirby's costume for the following school year. Kirby participates in many of MAC's activities, both on and off campus, including some of the home and away sporting events, summer camps and parades. The student chosen to portray Kirby will be awarded a scholarship.

MEN'S BASEBALL The men's Cardinal baseball teams have also enjoyed tremendous success in regional play and in placing athletes into four-year programs and the professional ranks. The team won 31 games in the 2011 season. The MCCAC Conference provides an excellent race every year as well. Scholarships are awarded.

MEN'S BASKETBALL The Cardinals have won over 70% of their games over the past 25 seasons, including multiple national rankings (#2 in 2006). Program highlights include 11 MCCAC Conference Champions, 4 Regional Championships, 13 All-Americans, 13 Academic All-Americans (3.6 GPA or higher), and over 60 players that transferred to NCAA D1 universities. MAC plays a national schedule, and hosts multiple nationally ranked teams each year. In 2012 the men's basketball team captured the MCCAC conference sportsmanship award.

MEN'S GOLF The Cardinals play NJCAA Division 2 golf and our home course is Crown Pointe. The 2009 team represented Region 16 at the National Championships in Scottsboro, AL. Scholarships are available.

WOMEN'S BASKETBALL With seven Conference Championships and five Sub-Regional Championships, the women's basketball program has been highly successful. Local athletes have been a major part of the structure of the team since its inception. The academic standards and graduation rate are very high, and there have been 13 Academic All-Americans. Scholarships are awarded on a merit basis.

WOMEN'S SOFTBALL The Cardinals play NJCAA Division 2 softball and the home field is the Farmington Sports Complex. Scholarships are available. The team has won three Region 16 Championships since it began four years ago. The team has also won two district J titles, allowing them to play at the national tournament those two seasons. The Lady Cards had a ninth place finish in 2011. There have been two Academic All-Americans to come through the program in its brief history, as well as two All-Americans.

WOMEN'S VOLLEYBALL The women's volleyball program is building a strong winning percentage and tradition. The team plays an excellent schedule and concentrates its recruiting on local athletes. The volleyball team finished with a 35-7 record in 2011. They won a region 16 title and finished the season with a 10th place finish at the NJCAA National Tournament in 2011 as well. Scholarships are awarded on a merit basis. Academics and sportsmanship are strongly emphasized within the program. Most graduating volleyball players are successfully placed in four-year institutions. Volleyball team members' GPAs traditionally rank high among scholarship students.

Academic & General College Policies

Academic and General Policies

Students are responsible for keeping themselves informed on the policies that govern their studies at MAC. This section contains information regarding credits, course loads, graduation, academic progress, and other policies.

Academic Integrity

Level I Violation: A student commits an act of plagiarism or cheating, as evidenced by the instructor.

Level I Consequences:

1. The student will receive a failing grade for the assignment.
2. The student's academic integrity report will be forwarded to the dean of students.

Level II Violation: A student commits a significant act of plagiarism or cheating, as evidenced by the instructor.

In a significant act of plagiarism, the student commits numerous acts of plagiarism with numerous sources within one particular assignment; the student plagiarizes a significant portion of his or her assignment from one source; or, the student borrows, purchases, or steals an entire paper and submits it as his/her own.

In a significant act of cheating, the student gives or receives unauthorized help before, during, or after an examination; the student uses notes, books, or other aids during an examination (unless permitted by the instructor); the student looks on someone else's examination in class; or, the student collaborates with another student(s) enrolled in the same course and shares examination subject matter in advance of testing.

Level II Consequences:

1. The student will receive a failing grade for the course.
2. The student's academic integrity report will be forwarded to the dean of students, the appropriate division's dean (either Arts & Science or Career & Technical Education), and the department chairperson of the faculty member making the sanction.

Level III Violation: A student commits multiple acts of plagiarism or cheating as evidenced by the instructor(s) on assignments and/or examinations at any time during his/her tenure at MAC.

Level III Consequences:

1. The student will receive a failing grade for the course.
2. The student's Academic Integrity Report will be forwarded to the dean of students, the appropriate division's dean (either Arts & Science or Career & Technical Education), and the department chairperson of the faculty member making the sanction.
3. The student may be suspended from MAC for one semester.

Administrative Withdrawal

Faculty may drop a student for "excessive absence" after two weeks of consecutive absences occurring during the first 75 percent of the semester or term. Individual faculty members may define "excessive absences" differently, such as three absences per semester. The student is responsible for learning and adhering to the attendance policy for each course. Students who have not contacted their instructor after the seventh day of a 16-week semester (or by the third day of a summer term) may be administratively withdrawn by their instructor.

Once a student has registered for classes, the student is responsible for paying tuition and fees, even if the student never attends classes. A student must complete the withdrawal procedure within the refund period of each term in order to receive a full refund or paid tuition or remission of indebtedness if tuition has not been paid. A student cannot drop a course merely by not attending classes.

For absences due to school-related activities such as athletic games, music performances, field trips

etc., an electronic notice will be issued by the appropriate dean's office stating who is to be excused and for what period of time.

An administrative withdrawal may be implemented for a student who fails to meet corequisite or prerequisite requirements for a course.

Applying for Graduation

MAC does not automatically confer certificates or degrees upon completion of curriculum requirements. Meeting graduation requirements is the student's responsibility. Students are encouraged to be familiar with the catalog and program requirements and to work with their academic advisor in selecting courses.

Graduation seminars held each semester explain Mineral Area College's graduation process.

To be eligible for graduation, a student must adhere to the following:

1. File an Application for Graduation Candidacy form with the Registrar's Office during the first two weeks of the fall or spring semester or during the first week of the eight-week summer term.
2. Attach a completed degree/certificate plan, signed by an advisor, to the Application for Graduation Candidacy form.
3. Submit the nonrefundable \$50 graduation processing fee, due at the time of application. The graduation processing fee is charged one time per degree. (See "Earning More Than One Degree," below.)
4. Complete the specific requirements of each degree/certificate program as outlined in the college catalog, with the last 15 semester hours earned at MAC.
5. Earn a cumulative GPA of at least 2.0 or better.
6. Resolve all financial obligations to the college and return all library and college materials.
7. Candidates for graduation who choose to walk in commencement may be measured for a cap and gown in the MAC Bookstore. Dates for measurements are posted on the Web, placed in the announcements, and emails are sent to students. The cost of the cap and gown is included in the graduation fee.
8. Candidates for graduation are required to attend a graduation seminar. Students should watch for emails from the assessment director regarding the dates and times of the graduation seminars. These dates and times are also posted on the Web.
9. All degree-seeking candidates for graduation must complete an exit exam. Candidates for a degree or certificate in the Career & Technical Education Division must complete the WorkKeys Career Readiness Certificate assessment as their exit exam, and also must take a technical skill assessment unless their program requires them to take a licensure examination that is industry-recognized and approved. The assessment director will notify candidates via campus email of the exit exam dates and the date will be posted on the Web site.
10. If a student does not graduate in the semester for which he or she has applied, the graduation processing fee is transferrable to a future semester in which the student does qualify for graduation. However, the student must submit a reapplication for graduation the semester in which he or she intends to graduate.

Earning More Than One Degree

A separate application must be filed for each degree or certificate whether they were earned at the same time or during different semesters.

The specific requirements of each degree or certificate must be completed.

If two degrees or certificates are earned at the same time, the graduation fee for the second is \$10. If the second degree or certificate is earned in another semester, the \$50 graduation processing fee must be paid each semester that a degree is awarded.

Auditing a Course

Students may audit a course, which means they will enroll in a course and receive no credit for it. An "AU" grade appears on the transcript. An audit (no credit) does not count in computation of a grade point average and must be processed before the first day of the semester. Once registered, students may not change their registration status (audit vs. credit). Students auditing a course must meet course prerequisites. Audited courses do not count toward graduation requirements or satisfy prerequisite requirements for other courses. Normally, an auditor attends the course on a regular basis and is not required to take examinations nor complete homework assignments. Fees are the same for audit courses and credit courses. Financial

assistance does not apply to audited courses. Students receiving financial aid or veterans benefits cannot count audit courses to establish full- or part-time status.

Change in Class Schedule

Adding a Class

This term refers to the short period of time at the beginning of any semester or session when students can add an open class with or without the instructor's signature. Restricted classes require a signature by the instructor in order for a student to register. Students may not add a course during the fall or spring terms after it has met twice (once for summer term). Students may add telecourses or online courses during the first three days of a 16-week term (first day for a summer term).

A student who attends a class without officially registering or following prescribed procedures for adding a class will not receive credit for that class.

To add a class the student must:

1. Obtain a Request to Add Class Form
2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Pay any additional fees required

Dropping a Class

This term refers to the time a student may drop or withdraw from a class within the prescribed time allowed for dropping or withdrawing from a class. Unless otherwise indicated for specific programs, students may officially withdraw from a 16-week course up to the 13th week of the semester. From the beginning of the 14th week through the end of the 16th week semester, students will not be permitted to withdraw from a class and must accept the grade earned. The date of a drop will determine if there is a refund. Courses that are dropped during the first 1/4th of a term will not appear on an official academic transcript.

To officially drop or withdraw from a course, the student must:

1. Obtain a Request To Withdraw From Class Form
2. Complete the form
3. Deliver the form to the Registrar's Office for processing
4. Keep copy of form for proof of official withdrawal

Important course withdrawal dates are published in the Course Schedule Booklet and are available on the College's web site. During a certain period of time, students may also drop or withdraw from a class on the student information system (MyMAC) at www.MineralArea.edu. The responsibility of dropping a course rests with the student. Any informal arrangements made with the instructors or other college staff members may result in a failing grade as well as financial liability for all charges incurred for the course. A student cannot drop a course merely by not attending classes.

If entitled to a refund, students will receive the refund in the form of a debit card. Refunds are processed weekly. Students who receive any type of financial assistance or veterans benefits should notify the Financial Aid Office before withdrawing from courses.

Class Cancellations

The college reserves the right to cancel classes from time to time due to unforeseen circumstances such as insufficient class enrollments, the availability of instructors, and/or appropriate facilities.

Commencement Exercises and Issuance of Diplomas

The commencement ceremony is held annually in May for students completing AA, AAT, AGS, AAS and AS degrees. Faculty, staff, family and friends come together to recognize and honor academic achievements. Students who want to participate in the commencement ceremony need to complete the Intent to Participate form.

Once the registrar verifies that a student has completed all requirements for his or her degree or certificate area, the appropriate designation will be posted to the students' transcripts. Diplomas and certificates will be mailed 4-6 weeks after the semester ends to the address on the Application for Graduation form.

Course Grade Appeal Procedures

Concerns about final grades must be expressed by the end of the next regular semester. Students with concerns about current course requirements, class procedures, teaching styles, or grades should whenever possible first approach the instructor for clarification/resolution. If concerns exist after consulting with the instructor, students should then contact the appropriate program coordinator, director, or department chair. Individual departments may establish their own internal procedures for handling student concerns.

If the department is unable to remedy the situation, students may then appeal in writing to the respective dean. The dean will try to informally resolve the problem or refer the matter to the Student Welfare and Conduct Committee. Anonymous calls or unsigned letters will not be acknowledged. Only concerns expressed by the individual student involved will be dealt with. Employees of the college may not legally discuss matters pertaining to students with parents, spouses, friends, or classmates without a signed release from the student.

If a student believes there is an inaccuracy in his or her official record (transcript), he or she must notify the Registrar's office immediately. After the student's registration records are destroyed, the official academic transcript cannot be changed. The transcript is the final, accurate record of academic accomplishment.

Correspondence Courses

Correspondence courses are not available for students through Mineral Area College. A student wishing to enroll in a correspondence course from another institution must have approval of the registrar. No more than 12 credit hours of accredited correspondence work will be accepted toward a degree or certificate program at Mineral Area College. A correspondence course does not satisfy the requirements for repeating a "D" or "F" grade.

Dean's List

The Dean's List is an academic honor conferred only on the students who have accomplished an extraordinary level of academic achievement each semester. Students meeting the following requirements qualify for the Dean's List:

- Academic course load of 12 semester hours or more for credit.
- Grade point average of 3.25 or higher.
- No grade below a "C" received during the semester.
- No "I" (incomplete) grades received during the semester.

Degrees and Certificates

Mineral Area College offers a wide range of programs of study leading to the Associate of Applied Science degree, Associate of Arts degree, Associate of Arts in Teaching degree, Associate of Science degree, Associate of General Studies degree and One-Year Certificate.

Associate of Applied Science Degree (AAS) is awarded to a student completing the requirements of one of the career programs with at least a minimum of 62 semester hours and prepares the graduate for entry-level positions.

Associate of Arts Degree (AA) is awarded to a student completing the requirements of the academic transfer program. This degree parallels the work done in the first two years of a four-year institution. Students are advised to contact their transfer institution or academic advisor for major and elective degree requirements. A student may receive only one AA degree.

Associate of Arts in Teaching Degree (AAT) is awarded to students seeking the first component of a degree in teacher education. Students complete a core of general education courses and pre-professional teacher education courses as well as electives from their major area of study. Students are encouraged to contact the coordinator of teacher education to obtain specific information about degree requirements and areas of study. The AAT is a transferable degree articulated with all public universities and many private universities in Missouri. While completing the AAT, students should also work with the transfer institution for additional requirements.

Associate of General Studies Degree (AGS) is designed for students wishing to acquire a broad education, rather than pursuing a specific college major or professional/technical program. It can also provide an opportunity to design a program that meets a student's particular needs. College work may

include courses selected from a variety of career and technical and arts and science courses. An AGS degree cannot be awarded to a student who has previously received an AA degree.

The requirements for earning the Associate of General Studies are less specific than for the AA, AAT, AS, or AAS degree. This degree is not designed for transfer and courses will be evaluated on a course-by-course basis by the transfer institution.

Associate of Science Degree (AS) The Associate of Science degree is awarded to students completing the requirements of specifically identified programs (Nursing-RN, Medical Technology-Radiology, and Medical Technology-Respiratory Therapy) with at least a minimum of 62 semester hours.

Certificates The Certificate is awarded to a student upon successful completion of the requirements of one of the career and technical education programs.

Certificates (less than one-year) Other Certificates represent a structured sequence of courses that may be completed in a relatively short period of time.

Degree and Certificate Time Limits

Students planning to earn a Mineral Area College certificate or degree need to meet requirements of the catalog in effect when first enrolled or of any subsequent catalog. Students who discontinue enrollment for two consecutive semesters, summer excluded, will be required to follow the catalog in effect upon their return to Mineral Area College.

Distance Education

Mineral Area College provides a broad selection of distance learning courses that can be taken toward the completion of a degree. Distance learning courses provide flexibility and convenience to those pursuing educational objectives. The college offers Internet courses and telecourses.

Distance learning courses are equivalent to on-campus courses in terms of content, degree of difficulty and transferability. They require self-discipline and proficient reading skills. Computer skills are necessary for Web courses.

MAC is approved by the Higher Learning Commission of the North Central Association to offer the AAS in Criminal Justice entirely by Internet. For more information, please call the director of public safety.

Dual Credit

Mineral Area College has agreements with area high schools which permit qualified high school juniors and seniors to earn college credit while satisfying high school graduation requirements. This program allows students to get an early start on meeting college requirements.

Students must meet Missouri Department of Higher Education requirements and Mineral Area College course prerequisites. Interested students should contact their high school counselor or the dual credit coordinator for additional information.

Students are guaranteed the transfer of five dual-credit courses to institutions that have agreed to implement to the Missouri Department of Higher Education dual credit policy. Students are recommended to contact the institutions to which they plan to transfer for its policy on the acceptance of dual credit.

Email

College use of email: Email is the primary means for official communication at MAC. The college has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic, student activities and administrative needs of the campus community.

Assignment of student email: Official college email accounts are activated upon students' acceptance. Official email addresses are not considered directory information unless the students request otherwise. For directions on accessing the MAC email account, students should follow the link to "MAC Email" on the MAC website. If further assistance is needed, the student should click on the "HELP" link.

All MAC email addresses are composed using the following form: The first initial of the first name, first initial of the last name and the student ID number +@mineralarea.edu.

For example *Dan Goodperson, ID 68189* would be: *dg68189@MineralArea.edu*.

If students wish to redirect email from the official MAC address to another email address (e.g., @aol.com, @hotmail.com, etc.), they may do so, but at their own risk. The college will not be responsible for

the handling of email by outside vendors. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her MAC account.

Expectations about the use of MAC email: All students and MAC employees are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. Everyone holds the responsibility to recognize that certain communications may be time-critical.

Privacy Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the “reply” command during email correspondence. Students will have an opportunity to request that their email address not be disclosed to others as part of courses utilizing electronic teaching tools.

Educational uses of email: Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This “Official Student Email Policy” will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore assume that students’ official MAC email accounts are being accessed, and faculty can use email for their classes accordingly.

Electronics Usage in the Classroom

In an effort to ensure that MAC can provide an effective learning environment and maintain its high level of academic integrity, there must be certain limitations placed on specific types of electronic devices inside Mineral Area College classrooms. It is also understood that some instructors may require usage of these same devices. Students shall find information about allowed electronic devices in the instructor’s course syllabus. The MAC Board of Trustees gives the administration the right to amend the following procedure as new technology deems necessary.

The following devices should not be readily accessible without instructor approval:

- Computers
- Mp3 players and other audio devices
- PDAs
- Cell phones
- Personal gaming systems
- Cameras
- Camcorders
- Audio recording devices
- Pagers
- Any other electronic device deemed unnecessary by the instructor

Penalties for any infraction may include:

- Dismissing a student from the room and/or counting them absent or tardy for the class period.
- Deducting points from current or future assignments.
- Following procedures outlined in the academic integrity policy (these actions would be subject to appeal in accordance with the policy).

Instructors may, but are in no way obligated to, make exceptions at their own discretion when;

- Health-related or family circumstances exist and the student requests permission prior to a specific class period.
- Use of the device has educational value.
- When a simultaneous MAC Alert is sent.

Students may appeal any decisions concerning the above policy by contacting the Dean of Students. Students may obtain the Student Due Process from the Dean of Students, the student handbook, or on MAC’s web page under Students, Student Resources, Handbook.

English as a Second Language

Mineral Area College offers a comprehensive English as a Second Language instructional program for academic, personal or professional purposes. Grammar, composition, reading/ vocabulary and speaking/ listening are available at the beginning, intermediate and advanced levels.

All non-native speakers of English must take the TOEFL before enrolling in an ESL class. Students will be placed at the appropriate level of ESL instruction based on the results of the test.

Final Examinations

Final exams may be given at the end of a semester, generally covering all of the material in the course. A final exam may count for a significant percentage of the final grade. Students must take their final exam at the time designated on the final exam schedule.

General Education Block (42 Credit Hour Block)

In accordance with the transfer policy of the Missouri Coordinating Board of Higher Education, MAC has identified a 42-hour block of general education classes that is part of the Associate of Arts and Associate of Arts in Teaching degrees. If the student graduates with those associate's degrees and then transfers to another participating school in the state, the receiving institution should accept the Mineral Area College 42-hour block as equivalent to their own 42-hour general education block. In a similar manner, if a student transfers to Mineral Area College with certification of a completed 42-hour general education block from another participating institution, the student will not be required to take any additional general education courses at Mineral Area College unless they are needed to fulfill a requirement of the student's major or degree. Students who transfer before completing the requirements of an associate's degree but who have completed the 42-hour general education block may petition the registrar to make a notation on their transcript as having completed the 42-hour block. The college's General Education Philosophy and Key Quality Indicators are located in the beginning of this catalog and also in the Degrees & Certificates section.

Grading System

A student must be enrolled in a class in order to receive academic credit. Students are graded according to the following system:

A – Superior. The student has demonstrated outstanding proficiency in mastering course objectives.

B – Above average. The student has demonstrated above-average proficiency in mastering course objectives.

C – Average work. The student has demonstrated average proficiency in mastering course objectives.

D – Below average. The student has demonstrated below average but proficiency in mastering course objectives. A grade of "D" may be considered unsatisfactory in some programs.

F – Failing. Work done is undeserving of credit. The student has not demonstrated a minimum passing proficiency in mastering course objectives.

W – Withdrew from course.

I – Incomplete. This mark may be assigned to a student who has completed the majority of the course requirements but is unable to complete the remainder due to unusual or extenuating circumstances.

AU – Audit (no credit). Students who audit a class attend class meetings but do not receive credit or a grade for the course.

P – Passing. This mark indicates the student has completed the coursework satisfactorily.

College credit is valued in grade points as follows:

A = 4 grade points

B = 3 grade points

C = 2 grade points

D = 1 grade point

F = No grade points

W = No grade points

I = No grade points

AU = No grade points

P = No grade points

Once a grade is recorded in the Registrar's Office, it is a permanent grade. Changes cannot be made unless the instructor has made an error in calculating the grade. Any change in a grade must be approved by the dean of the respective division.

Grade Point Average

The semester grade point average is calculated by:

1. Multiplying the credit hours of a course by the grade points earned for the course grade;
 2. Adding the grade points earned for each course;
 3. Dividing the total grade points by the number of credit hours attempted.
- Courses with grades of a "P, W, AU" and "I" are excluded from these calculations.

Graduation Requirements

The requirements for graduation are those specified in the course catalog when a student enters the college. However, any student may elect to meet the requirements stated in a catalog printed in a later year. Students who discontinue enrollment for two consecutive semesters (summers excluded) must follow the catalog in effect upon their return. Students should be aware that course prerequisites/corequisites and/or the need for developmental work in English, math, reading, and/or science may extend the time necessary to complete a college degree, certificate or diploma program. The student must satisfy course prerequisites/corequisites as specified in the college catalog even if graduating under the provisions of an earlier catalog.

To graduate with honors, a student must earn a cumulative grade point average of 3.5 in his or her major or program of study.

Annual deadlines to file an Application for Graduation Candidacy are as follows:

Fall Semester (December graduate) – end of second week of 16-week semester

Spring Semester (May graduate) – end of second week of 16-week semester

Summer Session (July or August graduate) – end of first week of 8-week summer term

See page 40 for specific information about applying for graduation. One commencement ceremony is held annually in May.

Honors Program

An Honors Program is offered for students wishing to further participate in their education and gain an increased understanding of the subject matter. Honors classes offer an opportunity to meet peers of comparable abilities and experience greater teacher-student interaction. Course work emphasizes individuality, originality, and participative learning. Critical thinking, analytical writing, and/or oral expression may also be required in honors classes.

First time students must meet any one of the requirements to qualify for the program:

- High School GPA of 3.0 or above on a 4.0 scale;
- ACT composite score of 21 or above;
- Minimum Compass reading score of 87.

Returning students must maintain a cumulative grade point of 3.0 or above in order to remain eligible for honors courses.

To successfully complete the Honors Program and receive recognition at commencement, students must complete 12 credit hours of Honors credit with a "B" or better in each honors course, have a final cumulative GPA of 3.0, and complete an exit interview with the dean of Arts & Sciences.

Incomplete Policy

Assigning an "I" grade is a faculty prerogative and is issued when the student who has completed the majority of the course requirements is unable to complete the remainder, due to unusual or extenuating circumstances. A grade of "I" may not be assigned merely to give a student more time to complete the course or to improve a grade. In no case may an "I" be agreed upon before the last day to drop the course. Students may not re-enroll in courses in which they have received an "I" grade.

Both the student and the instructor must fill out the Incomplete Grade Request form and file the form with the appropriate dean. Requirements for completing the course to receive a grade are specified in detail by the instructor on the Incomplete Grade Request form.

The deadline for removing an incomplete grade is one year from the first day of the term in which the incomplete grade was recorded, unless the instructor specifies a shorter period of time. The instructor must indicate the deadline on the Incomplete Grade Request form, which is provided by the Registrar's Office. A copy must also be provided to the student. No extension will be granted for more than a full calendar year from the deadline. Requests for extension of time should be submitted in writing to the appropriate dean. If an "I" grade is not cleared within the specified time period, the Registrar's Office will automatically convert the grade to an "F".

Overload Policy

The maximum course load for the fall and spring semesters is 18 credit hours. The maximum course load for the summer term is 8 credit hours. Students with a superior scholastic record may be permitted to register for more than the recommended maximum with dean approval.

Pass-Fail Grading System

A maximum of six credit hours on a “pass-fail” basis may be applied to the requirements of the Associate of Science, Associate of Applied Science or an Associate of General Studies degree. A maximum of three credit hours on a “pass-fail” basis may be applied toward the requirements of a one-year career and technical education certificate. A student must enroll on a pass-fail basis at registration and will not be allowed to change registration after the class has met. A student must have a minimum 2.1 GPA for all other credit hours presented for graduation requirements.

Prerequisites, Corequisites

A prerequisite is a course that a student must successfully complete before enrolling for another course. Prerequisites and corequisites are listed in the catalog with the course description. Students will be administratively withdrawn if a prerequisite is not met. Unless otherwise noted, meeting the prerequisite requirement satisfactorily will require a minimum final grade of “C” in the prerequisite coursework.

Certain courses require that a student be concurrently registered for another course, a corequisite. When registering, a student must sign up both for the course and for any corequisite. If a student later wishes to drop the course, the corequisite course must also be dropped. If a student fails one of the courses, the student will be allowed to repeat it without retaking the corequisite. However, a student will not be allowed to advance in a sequence of courses until both have been successfully completed.

Professional Teacher Education Program

The Associate of Arts in Teaching is approved by the Missouri Department of Elementary and Secondary Education and is consistent with the degree and coursework offered at other community colleges in the state. The program also includes electives in major areas of certification. Students are required to pass a criminal background check before participating in field experience and must receive a passing score on the C-BASE exam before graduating with the Associate of Arts in Teaching. Students are encouraged to contact the teacher education coordinator for more information by calling (573) 518-2252.

General Education Core: 43-45 Credit Hours

Teacher Education Core:

- EDU2040 – Foundations of Education (3 hrs.)
- EDU2100 – Field Experience (3 hrs.)
- EDU2200 – Technology for Teachers (3 hrs.)
- EDU2320 – Educational Psychology (3 hrs.)
- EDU2600 – Portfolio Evaluation (1 hr.)

Electives:

Early Childhood:

- EDU1300 – Child Development
- EDU2020 – Children’s Literature
- EDU2400 – Infant Toddler Curriculum
- EDU2420 – Organization and Management of Early Childhood Programs

Elementary Education:

- EDU1300 – Child Development
- EDU2020 – Children’s Literature

Secondary Education:

- EDU1100 – Adolescent Psychology

Other electives by subject.

Repeat Of A Course

If a student received a grade of “C” or lower in any course, he or she may repeat the course. The original grade will appear on the transcript, and all grades for each attempt are recorded on the transcript. MAC will use the latter grade to calculate the cumulative GPA. Some colleges and universities will recalculate the GPA for admissions purposes and include both grades earned.

Students may not repeat a lower level course that serves as a prerequisite for a course already completed with a “C” or better. For example, if a student receives a grade of “C” in MAT1130 and subsequently completes MAT1230 in a following term with a grade of “C”, the student is not allowed to repeat MAT1130 in a future semester.

For financial assistance eligibility, all attempts will count towards maximum hour limits and completion ratio.

Student Conduct and Due Process

MAC is dedicated to its pronounced philosophy and objectives. When these purposes are threatened by student misconduct, appropriate disciplinary action must be taken. College discipline will be exercised when student misconduct adversely affects the college’s pursuit of its education objectives.

Please contact the Office of the Dean of Student Services for a copy of the Student Conduct and Due Process Policies, or go to the MAC Web site under “Publications.”

Unit of Credit and Courseload

One standard unit of measurement for college work is the semester credit hour which is based on 750 minutes of instruction in lecture courses and at least 1,500 minutes of instruction in laboratory activities. Based on this measurement, one unit of credit may be earned in a lecture course which meets for 50 minutes each week during a semester (16 weeks).

In a course which has a laboratory component, one credit is normally granted for two or three hours in a lab each week during the semester. For example, a three credit hour course such as English Composition I meets three hours per week for a semester.

Sixteen semester hours constitute a normal course load for a full-time student in one semester. Students who wish to register for more than 18 credit hours during the fall or spring semester or in more than 8 hours during the summer term should refer to the Overload Policy on page 47.

Students should be aware that, on the average, at least two hours of outside preparation are needed for each hour of scheduled classroom work. Therefore, students who plan to enroll for 15 semester hours should plan to spend at least 30 hours per week for study outside of class.

Videotaping and Photography

Mineral Area College faculty, staff and students are the college’s best resources for marketing the college to its constituencies, and involvement in these activities is welcomed and encouraged.

Being a publicly-funded institution, Mineral Area College often takes photographs or shoots video in order to inform the public and promote its many services, events and programs. As such, it is understood that any photographs or videotapes taken by the college of any of its staff, faculty, students or visitors may be used in printed and electronic public relations and informational material, unless the faculty, staff, students or visitors indicate in writing that they would rather not participate. This indication may be made by contacting (in writing) the Public Information Office.

Every effort will be made by the photographer to notify individuals within the shoot area that photographs and/or video are being taken for promotional use. Individuals may then choose to exclude themselves from the photograph.

Any photographer or videographer on the community college’s premises should notify his or her subjects that their images may be used in college-related print and electronic media.

Withdrawal From College

When a student must stop attendance in all classes or withdraw from the one and only class in which he or she is enrolled, a Withdrawal/Exit Form must be submitted to the Registrar’s Office. The date the official withdrawal request form is submitted to the Registrar’s Office (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and assignment of grades.

Courses dropped during the first 25 percent of the semester are not entered on the student’s permanent

record. After 25 percent of a semester or term has passed, the student may follow regular withdrawal procedures to drop any class up to the time that 75 percent of the term or semester is completed. Regardless of whether the student was passing or failing at the time, a “W” (withdrawal) will be entered upon the student’s record. Any drop completed after 75 percent of a term has passed may result in a grade of “F”.

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes may result in the assignment of an “F” for those classes, as well as a possible financial obligation.

To withdraw from the College the student must:

1. Obtain a Withdrawal/Exit Form;
2. Complete the form;
3. Submit the Withdrawal/Exit form to the Registrar’s Office for processing;
4. Wait for any refund due you, if entitled, to be returned to your college debit card.

When a student withdraws from a class or from the college, his/her record will show a grade of “W” (withdrawal), whether the student was passing or failing at the time. The withdrawal slip must be fully processed within the first 75 percent of the term.

Withdrawal for Students Mobilized for Military Duty

Normal withdrawal procedures should be followed wherever possible. However, if a student is unable to complete the necessary paperwork by coming into the Registrar’s Office, or is unable to write a letter of withdrawal, the college shall accept notification from the student or a family member. The Registrar’s Office will verify all notifications.

Refunds: The student will be allowed to withdraw without penalty from the college and a 100 percent tuition refund will be granted upon presenting an original copy of his/her orders to the Registrar’s Office. Should a student have financial aid, all financial aid will be cancelled by the director of Financial Aid. Students should contact the director of Financial Aid for more information. Students withdrawing VA education benefits should contact the VA Certifying Official of their withdrawal and orders to report to duty.

Alternatively, incomplete (“I”) grades with no tuition reimbursement may be more appropriate when the withdrawal is near the end of the semester and incompletes are agreed to by the instructor(s) and the student and approved by the appropriate dean. In the latter case, the student will be allowed to complete the coursework according to a written agreement submitted to the Registrar’s Office by the instructor with the final grade sheet for each course.

The student shall receive a full refund for textbooks purchased at the MAC Bookstore.

The College Park housing meal plan refund will be prorated based on the actual number of days room and board were used.

Degrees:
Arts & Sciences
Division

ASSOCIATE OF ARTS DEGREE (62 Hours) A Transferrable Degree

Departments	Requirements	Course Titles/Areas	Course Numbers
English	Written 3 hrs	English Comp I	ENG1330
	Written 3 hrs	English Comp II	ENG1340
	Oral 3 hrs Total 9 hours	Public Speaking Interpersonal Comm.	ENG1440 ENG1670
Humanities	Total 9 hours from at least 2 disciplines	Art	ART1490*,1500*,1510*,1530
		Foreign Language	Any MFL prefix*
	3 hours must be cultural diversity course(*)	History	HIS1100*,1130*,1140*,1190,1360*, 1520*
		Literature	ENG1570,2120*,2130*,2330,2340, 2430,2440,2460,2490,2500*,2530*, 2560,2580
		Mass Comm.	COM1060*
		Music <i>(Studio and ensemble courses do not count as a humanity)</i>	MSC1201,1202,2203,2204,1801*,1811 1821,1831
		Philosophy	PHI1400,1410*,1420
		Social	SOC1540*,1600*,1620*
History/Political Science	Total 6 hours	Amer. Political Systems	POS1180 and
		Amer. History I or II	HIS1230 or 1240
Mathematics	Total 3 hours	College Algebra	MAT1230
Physical & Biological Sciences	Total 8 – 10 hours One from each discipline One with lab included	Physical Science	PHS1130,1200,1210,1230,1250,1350, 1380,1390,1420,1440,2230,2240,2250, 2300,2350,2360,2400,2410,2420,2430
		Biological Science	BIO1100,1150,1250,1330,1340,1350, 1430,1500,2240,2430,2540,2600,2620, 2700
Social & Behavioral Sciences	Total 3 hours	Business	BUS2930,2940
		Psychology	PSY1130,1140,1160,1250,2000
		Sociology	SOC1130,1230,1240,1540,1600,1620
Computer Information Systems	Total 3 hours	Computer	CIS1050,1100,1700,1750,2000,2100, 2110,2200,2210,2320,2330,2350,2400, 2930,2940
		Computer Science	CSC1500,2400,2420,2440,2500
Physical Education	Total 2 hours <i>Activity course</i>	Physical Education	PED1420,2130,2132,2650,2681,2683, 2686,2688,2691,2700,2710,2720,2730, 2760 PHY1120 <i>(with physician excuse only)</i>
TOTAL GENERAL EDUCATION 42-44 HOURS			
Electives	Total 18 – 20 hours	ART,BIO,BUS,CIS,CSC,EDU,ENG,GEO,GUI,HIS,MAT,MFL, MSC,PED,PHI,PHS,POS,PSY,SOC,SWK,THE	
ELECTIVES 18-20 HOURS			
TOTAL 62 HOURS			

Please see the general requirements for the AA degree for more information.

ASSOCIATE OF ARTS IN TEACHING (62 Hours)
A Transferrable Degree

Departments	Requirements	Course Titles/Areas	Course Numbers
English	Written	English Comp I	ENG1330
	Written	English Comp II	ENG1340
	Oral	Public Speaking	ENG1440
Humanities <i>Total 9 hours</i> from at least 2 disciplines 3 hours must be cultural diversity course(*)	Elementary, Special, and Early Childhood must take one class with asterisk (+)	+ Art	ART1490*, 1500*, 1510*
		Foreign Language	Any MFL prefix*
		History	HIS1100*, 1130*, 1140*, 1190, 1360*, 1520*
	All education majors need one class with check (√)	√ Literature	ENG1570, 2120*, 2130*, 2330, 2340, 2430, 2440, 2460, 2490, 2492, 2500*, 2530*, 2560, 2580
		Mass Comm.	COM1060*
		+ Music	MSC1801*
		Philosophy	PHI1400, 1410*, 1420
	See advisor for third humanities	Social	SOC1540*, 1600*, 1620*
		Theatre	THE1000, 1200, 2120*, 2140*, 2200*
History/Political Science	<i>Total 6 hours</i>	Amer. Political Systems	POS1180 and
		Amer. History I or II	HIS1230 or 1240
Mathematics	<i>Total 3 hours</i>	College Algebra	MAT1230 (<i>Secondary & Special Ed. Majors</i>)
		Foundations of Math	MAT1530 (<i>Early Childhood & Elementary Majors only</i>)
Physical & Biological Sciences	<i>Total 8 – 10 hours</i> One from each discipline.	Physical Science <i>3 hrs – Secondary Ed. Majors</i> <i>5 hrs – Elementary Ed. Majors</i>	PHS1130, 1200, 1210, 1230, 1250, 1350, 1380, 1390, 1420, 1440, 2230, 2240, 2250, 2300, 2350, 2360, 2400, 2400, 2410, 2420, 2430
		Biological Science	BIO1150
Social & Behavioral Sciences	<i>Total 6 - 9 hours</i>	Business (<i>Elem. Only</i>)	BUS1330
		Psychology	PSY1130
		Sociology	SOC1130
Teacher Education Courses	<i>Total 13 hours</i>	Foundations of Educ.	EDU 2040
		Field Experience	EDU 2100
		Tech for Teachers	EDU2200
		Education Psychology	EDU2320
		Portfolio Assessment	EDU2600
Physical Education	<i>Total 2 hours</i> <i>Activity Course</i>	Physical Education	PED2130, 2132, 2650, 2681, 2700, 2710, 2720, 2730, 2686, 2688, 2683, 2691 PHY1120 (<i>with physician excuse only</i>)
Electives	SEE EDUCATON PROGRAM ADVISOR FOR APPROPRIATE ELECTIVES		
TOTAL OF 62 HOURS MINIMUM			

Please see the general requirements for the AAT degree.

ASSOCIATE OF GENERAL STUDIES A Non-Transferrable Degree

Departments	Requirements	Course Titles/Areas	Course Numbers
English	Written 3 hrs	English Comp I	ENG1330
	Written 3 hrs	English Comp II	ENG1340
	Oral 3 hrs Total 9 hours	Public Speaking Interpersonal Comm.	ENG1440 ENG1670
Physical Science or Biological Science	Total 3 - 5 hours	Physical Science	PHS1130,1200,1210,1230,1250,1350, 1380,1390,1420,1440,2230,2240,2250, 2350,2360,2400,2400,2410,2420,2430
		Biological Science	BIO1100,1150,1250,1330,1340,1350, 1430,1500,2240,2300,2540,2600,2620, 2700
Humanities and/or Behavioral Science	Humanities Courses Total 9 hours From Humanities and Behavioral Sciences 3 hours must be a cultural diversity course(*)	Art	ART1490*,1500*,1510*,1530
		Foreign Language	Any MFL prefix*
		History	HIS1100*,1130*,1140*,1190,1360*, 1520*
		Literature	ENG1570,2120*,2130*,2330,2340, 2430,2440,2460,2490,2500*,2530*, 2560,2580
		Mass Comm.	COM1060*
		Music (Studio and ensemble courses do not count as a humanity)	MSC1201,1202,1801*,1811,1821,1831 2203,2204
		Philosophy	PHI1400,1410*,1420
	Social	SOC1540*,1600*,1620*	
	Theatre	THE1000,1200,2120,2140*,2200*	
	Behavioral Science Courses	Business	BUS2930,2940
		Psychology	PSY1130,1140,1160,1250,2000
Sociology		SOC1130,1230,1240,1540,1600,1620	
History/Political Science	Total 6 hours	Amer. Political Systems	POS1180 and
		Amer. History I or II	HIS1230 or 1240
Mathematics	Total 3 hours	Math	MAT1130,1230 MGT1800 TEC1800,1900
Computer Information Systems	Total 3 hours	Computer	CIS1050,1100,1700,1750,2000,2100, 2110,2200,2210,2320,2330,2350,2400, 2930,2940
		Computer Science	CSC1500,2400,2420,2440,2500
Recommended but NOT required	GUI 1000 Principles of College Success (3)		
	PAW 1060 Prep for Employment (1)		
	PAW 1096 Career Planning (1)		
Electives	Total 18 – 20 hours	ART,BIO,BUS,CIS,CSC,EDU,ENG,GEO,GUI,HIS,MAT,MFL, MSC,PED,PHI,PHS,POS,PSY,SOC,SWK,THE	
TOTAL GENERAL EDUCATION 60 HOURS			
Physical Education	Total 2 hours	Physical Education	PED1420,2080,2130,2132,2650,2681, 2683,2686,2688,2691,2700,2710,2760
	Activity course		PHY1120 (with physician's excuse only)
TOTAL 62 HOURS			

Please see the general requirements for the AGS degree for more information.

Arts & Sciences Division

The Arts & Sciences division offers the Associate of Arts, Associate of Arts in Teaching, and the Associate of General Studies degrees.

The Associate of Arts degree is awarded to students completing the requirements of the academic program with minimum of 62 credit hours including 42 hours of general education. The AA degree is the most appropriate for the majority of transfer students because it parallels the work required in the first two years of a baccalaureate degree at a four-year institution.

The Associate of Arts in Teaching degree is awarded to students seeking the first component of a degree in teacher education. Students complete a core of general education courses and pre-professional teacher education courses as well as electives from their major area of study. The AAT is transferable, articulated with all public universities and many private universities in Missouri. While completing the AAT, students should also work with the transfer institution for additional requirements.

The Associate of General Studies is offered to provide learners an opportunity to design a degree program. Because the AGS may not be accepted in its entirety by four-year colleges and universities, students are subject to a course-by-course evaluation.

The college transfer program allows students to take the same freshman and sophomore courses that they would take anywhere else at a much lower cost. The transfer program is built around a comprehensive blend of traditional and contemporary subjects that are intended for transfer to most four-year institutions.

At MAC, students can fulfill the general education requirements needed for a baccalaureate degree and take the prerequisite foundation courses for the intended major. Undecided students may explore different fields before making a final decision about a major field of study and spend considerably less money while doing so.

General Education Philosophy

MAC believes that all college students should participate in a core group of learning experiences commonly called general education. General education provides students a foundation for future learning experiences and also serves to enrich the lives of students outside the classroom.

Through the general education program, students should grow intellectually, both in their knowledge base and in intellectual curiosity. In

addition, students are encouraged to gain an understanding of themselves and the world in which they live, become better problem solvers, and become productive and successful citizens.

General Education Key Quality Indicators/Competency Statements

MAC has defined 10 Key Quality Indicators in which students should be competent by the time of graduation from a comprehensive community college with an Associate of Arts degree. The 42-hour state-wide general education curriculum outlined in the General Catalog is designed to help students become competent in these areas. When all of these competencies are achieved, the college believes graduates will have a great likelihood to be successful in the complex world of the 21st century.

These indicators include:

1. **Communications** To thrive in the fast-changing technological environment of today, graduates must be able to communicate effectively by writing and speaking properly and persuasively. Therefore, MAC not only requires students to take courses in English Composition and in Public Speaking, but expects all students to write and speak extensively in most classes.
2. **Problem Solving** No single college in the 21st Century can prepare students with all of the information and all of the solutions to the problems and challenges encountered in typical professional career fields. However, in order to be better prepared for society, students will have to learn not just to memorize information, but know how to analyze problems and explore possible solutions. Courses at MAC are designed to apply problem solving skills and improve problem solving abilities.
3. **Critical/Creative Thinking** In addition to memorizing facts and figures and other "concrete-sequential" problem solving activities, students should be challenged to apply what they have learned to the real world, including thinking "outside the box" while solving real world issues. MAC graduates will be prepared to apply what they have learned to the real world.
4. **Computer** The electronic world is increasing exponentially. Graduates who are not familiar with typical microcomputer applications simply have fewer chances for success in the business environment of today. A MAC education helps students develop skills in these areas because most classes and instructional resources will

require the use of computer knowledge and electronic research abilities.

5. **Self-Directed Learning** A knowledgeable, informed person is one who actively participates in life-long learning activities and takes ownership in individual learning situations. No matter which instructional medium students choose (traditional class, online, telecourse), MAC faculty utilize student-teacher interactive techniques, critical thinking exercises, small group activities, and other related assignments in order to create a learning curiosity and to prevent students from just memorizing material.
6. **Personal/Social Development** At MAC education not only involves academic achievement, but also life-management skills as well. A MAC graduate should be mature and considerate, with self-confidence and the ability to interact with others in a successful, ethical way.
7. **Teamwork/Team Leading** Many employers and four-year universities are looking for people who have the ability to work with others on a team. In fact, the higher a professional or employee rises in most fields, the more important teamwork and leadership abilities will become. At MAC, students will find many curricular and extra-curricular activities to apply these skills and develop their proficiency at working in and leading teams.
8. **Multicultural Experiences** Recognizing diversity is one of the stated values of the overall mission and vision of MAC. Students have the opportunity to learn about different cultures and the importance of living in a global economy. Every Associate of Arts and every Associate of Arts in Teaching student is required to complete one course that is "culturally diverse." The College recognizes diversity as a value to be upheld by faculty, staff and students so that a learning environment can be maintained that encourages inclusiveness and discourages acts of thoughtlessness and disrespect.
9. **Cultural Enrichment** Part of being knowledgeable is having an admiration for the most meaningful accomplishments of human society. Whether it is listening to steel drums or vocal ensembles, visiting the campus art gallery, attending a play or watching the Cozean Lecture Series or a visiting scholar from another country, experiencing cultural events is essential to broaden one's perspectives.
10. **Wellness and Health** An educated successful person involves the whole person, including mental and physical health, well-being, and fitness. A MAC graduate should understand the value of a healthy diet, exercise, physical fitness,

and a variety of activities to help a person understand and develop a pattern of life-long health and fitness.

General Education State Level Skill Areas

1. **Communicating** To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.
2. **Higher Order Thinking** To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.
3. **Managing Information** To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.
4. **Valuing** To develop students' abilities to understand moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.
5. **Social and Behavioral Sciences** To develop students' understanding of themselves and the world around them through study of content the processes used by historians and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri constitutions.)
6. **Humanities** To develop students' understanding of the ways in which humans have addressed their conditions through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.
7. **Mathematics** To develop students' understanding of fundamental mathematical concepts and

their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.

8. **Life and Physical Sciences** To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs their imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

General Requirements for AA Degree

1. Sixty semester hours plus two hours of PE activity classes. School Health may be taken as a substitute only with a physician's excuse.
2. Application for graduation must be filed with the registrar first two weeks after the fall and spring semester begins and during the first week of the summer eight week term. Applications received after that date will be held until the following semester.
3. Completion of an exit exam is required of all degree candidates.
4. Last 15 hours must be earned at MAC.
5. Earn a 2.00 or better cumulative grade point average.
6. Electives 1000 level or above will be accepted from both the Arts & Sciences and Career & Technical Divisions.
7. Six hours of practical arts (Division of Career & Technical Education) may be applied toward the AA degree.
8. Six elective credits may be fulfilled through participation in ensembles.

General Requirements for AGS Degree

1. Sixty semester hours plus two hours of PE activity classes. School Health may be taken as a substitute only with a physician's excuse.
2. Application for graduation must be filed with the registrar first two weeks after the fall and spring semester begins and during the first week of the summer eight week term. Applications received after that date will be held until the following semester.

3. Completion of an exit exam is required of all degree candidates.
4. Last 15 hours must be earned at MAC.
5. Earn a 2.00 or better cumulative grade point average.
6. Electives 1000 level or above will be accepted from both the Arts & Sciences and Career & Technical Divisions.

General Requirements for AAT Degree

1. Sixty semester hours minimum plus two hours of PE activity classes. School Health may be taken as a substitute only with a physician's excuse.
2. Application for graduation must be filed with the registrar first two weeks after the fall and spring semester begins and during the first week of the summer eight week term. Applications received after that date will be held until the following semester.
3. Completion of an exit exam is required of all degree candidates.
4. Last 15 hours must be earned at MAC.
5. Earn a 2.50 or better cumulative grade point average with no grade lower than a "C" in the major.
6. Electives 1000 level or above will be accepted from both the Arts & Sciences and Career & Technical Divisions.
7. Six hours of practical arts (Division of Career & Technical Education) may be applied toward the AA degree.
8. Six elective credits may be fulfilled through participation in ensembles.
9. Pass all sections of the C-BASE exam with a score of 235 in each section.

**Degrees & Certificates:
Career &
Technical Education
Division**

Career and Technical Degree Plans, Main Campus

Program Titles	AAS	AS	Certificate 1-Yr	Certificate Less Than 1-Yr	Page #
Agribusiness	X				
Basic Law Enforcement Academy 600 hours			X		
Basic Law Enforcement Academy 1,000 hours			X		
Business Computer Programming	X				
Business Management	X				
Business Management – Accounting	X				
Business Management – Microcomputers	X				
Child Development	X		X		
Child Development Associate Plan			X		
Civil/Construction Technology	X		X		
Computer Networking	X		X		
Computer Aided Design/Drafting Technology	X		X		
Criminal Justice – Forensic Investigation	X				
Criminal Justice – Judicial Administration	X				
Criminal Justice – Law Enforcement	X		X		
Electrical/Electronics Technology	X		X		
EMT – Emergency Medical Technician				X	
Fire Science Technology	X		X		
Horticulture			X		
-Landscape Design/Greenhouse Nursery Mgt.	X				
-Ornamental Horticulture	X				
-Turfgrass Management	X				
Industrial Maintenance	X		X		
Manufacturing	X		X		
Manufacturing Supervision Technology	X				
Medical Technology – Radiology		X			
Nursing – Practical Nursing - LPN			X		
Nursing – Registered Nursing - RN		X			
Office Systems Technology – Administrative Assistant	X		X		
Office Systems Technology – Medical Coding	X		X		
Paramedic Technology	X		X		
Renewable Energy Technology Degree	X		X		

General Requirements for Diplomas and Certificates

1. An Application for Graduation form must be filed with the Registrar's Office by the end of the second week of the fall and spring terms and by the end of the first week of the summer term. Contact advisor for assistance.
2. All degree applicants are required to complete the TSA Exam.
3. All applicants are required to complete a graduation interview with the Career Placement Office.
4. A cumulative 2.0 grade point average is required for graduation. (For Allied Health requirement of a 'C' or better required)
5. Last fifteen (15) hours must be earned at Mineral Area College.

General Requirements and Policies for Degrees for Allied Health

1. Complete 74-77 semester hours of required curriculum with a cumulative GPA of 2.0 (C) or higher.
 - a. 32 Academic credit hours.
 - b. 42 Nursing credit hours.
2. Complete all courses included in the Nursing curriculum with a "C" or above.
3. Last fifteen (15) credit hours must be earned at MAC.
4. Application for Graduation must be submitted during first 2 weeks of the Spring term (Sophomore Year).
5. Students are required to complete the Technical Skills Assessment Exam and a Graduation Interview in their final semester.

Mineral Area College					
Career and Technical Education Associate Degree Programs					
Articulated with the Area Career and Technology Centers					
Adult Student Program					
	<i>School</i>		Cape Girardeau		
		Arcadia Valley		Perryville	UniTec
<i>Program and Major Code</i>					
Automotive Collision Technology (AS)		X	X	X	X
Automotive Technology (AO)		X	X	X	X
Business Management (MG)			X		
Business Management - Microcomputers (MM)		X	X		
Cabinetmaking (CK)			X		
Computer Aided Design/Drafting (DA)			X		
Computer Networking (CN)		X	X		
Construction/Building Technology (CU)		X	X	X	X
Culinary Arts (LC)			X		X
Electrical/Electronics (AL)			X		
Electrical Technology (EW)			X		X
Graphic Arts/Printing Technology (GR)		X	X	X	X
Heating, Air Conditioning, and Refrigeration Technology (HE)			X	X	
Horticulture (HL)			X		
Industrial Maintenance (IM) Southeast Regional Industrial Training Group			X		
Machine Tool Technology (MO)			X		X
Medical Technology (RE)			X		
Office Systems Technology (OS)		X	X		
Radio/TV Broadcasting Production Technology (RT)			X	X	
Welding Technology (WE)		X	X	X	X

Career & Technical Education Division

The Career & Technical Education Division's mission provides programs designed to give the technical knowledge, manipulative skills, and general background necessary for achievement in technical and semiprofessional employment.

This is accomplished in two ways.

The first way provides education for those who wish to prepare for initial employment. The program of studies is designed to provide select courses that prepare a student for entry level job skills. Some programs require a year of instruction leading toward a certificate. Other programs require two years of instruction leading to an Associate of Science or Associate of Applied Science Degree.

The second way provides education for those who desire to improve job skills. It is often necessary to schedule times and places for these experiences that are convenient to the working student.

In addition to the two broad categories discussed, it is essential that the courses and programs of career and technical education provide three basic opportunities:

1. to develop skills necessary in a chosen field;
2. to develop a background of related information, including both theory and practice, necessary for success; and
3. to develop personal and social traits necessary for employment and continuing success and advancement.

An integral part of most Career and Technical programs is the inclusion of related work or clinical experience specifically selected to correspond with classroom experiences. In addition, all graduates of this division must successfully complete a one-credit-hour course, Preparation for Employment, designed to refine job search skills. This division is also committed to general education. In addition to the specialized and specialized-related courses, from one-fifth to one-fourth of the credits in the two-year Career and Technical curricula are in the area of general education.

Some Career and Technical certificate and degree programs are offered in cooperation with UniTec Career Center, Arcadia Valley Career Center, Perryville Area Career Center and the Cape Girardeau Area Career Center. Students should check with an adviser or the Career and Technical dean's office for more information.

The Career & Technical Education Division recognizes that not all students come to the

college with the same backgrounds, interests and capabilities. Certain services are provided to more nearly provide all potential students an equal opportunity of success. In the past five years, programs have been developed to meet the special needs of many students. These programs have been very successful in recruiting and retaining students with special needs and, as a result, have received statewide recognition.

Career & Technical Education Assessments

Candidates for graduation in the Career & Technical Education Division must take two assessments before graduation. All candidates for a certificate, associate of science or associate of applied science degree must take the WorkKeys Career Readiness Assessment and will be awarded a nationally-recognized Career Readiness Certificate upon successful completion. Students who successfully complete the Career Readiness Certificate will be recognized at the Bronze, Silver, Gold or Platinum levels. The certificate is earned by taking the WorkKeys assessments for applied mathematics, locating information and reading for information. More information about the assessments can be found at <http://www.act.org/certificate/about.html>.

Candidates for graduation in the Career & Technical Education Division will also complete a technical skills assessment in their final semester of attendance. The technical skills assessments are required by the Carl Perkins Vocational Education Act and must be completed by all career and technical students. Students should ask their advisor about the specific assessment that will be required for their degree or certificate.

Allied Health Related

The MAC Allied Health Department offers nursing programs leading to an Associate Degree in Nursing and a Certificate in Practical Nursing. The nursing education programs are organized around three areas of learning: knowledge (theoretical concepts and ideas), skills, and attitudes. Faculty members for both programs are experienced Registered Nurses (RNs) with collegiate preparation. These instructors provide quality education for all nursing students within the Allied Health Department.

Both nursing programs are fully-approved by the Missouri State Board of Nursing and

offer a variety of nursing experiences within the college community, including providing care for all age groups in a variety of health settings: medical, surgical, obstetric, pediatric, psychiatric, gerontological and home health.

Practical Nursing Certificate

The Practical Nursing program is a three-semester curriculum leading to a Certificate in Practical Nursing. Two entry options in the program are:

OPTION A (“Generic Track”):

Upon successful completion of Option A, students are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

OPTION B (“Fast Track”):

Upon successful completion of Option B, students are eligible to apply to take the NCLEX-PN. Option B students have the opportunity to take two additional courses within the PN curriculum. Graduates desiring career-ladder articulation to obtain an Associate Degree in Nursing may then apply for the Advanced Placement (LPN to RN) Program. The Advanced Placement Program allows students to further their education without repeating many successfully completed courses. MAC Practical Nursing students or Licensed Practical Nurse (LPN) graduates of MAC since 1991 with the required prerequisites may apply for advanced placement into the fourth semester of the Associate Degree Nursing program. Upon successful examination, these students may practice as a Licensed Practical Nurse (LPN) while completing the sophomore year of the ADN program. Students accepted into the Advanced Placement Program enter the second year of the Associate Degree Nursing Program and require only two additional semesters to be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Acceptance into the Advanced Placement Program is based on space availability and selection by the ADN Selection and Retention Committee. (See side-by-side comparison of Option A and Option B and Advanced Placement option.)

Graduates of both Practical Nursing program options are prepared to: assess the health status of individuals with common health problems and predictable outcomes; participate in the development and modification of client care; implement appropriate aspects of client care under the direction of a registered nurse or licensed physician; and participate in the evaluation of client care. The practical nurse can provide care in acute and chronic care settings, rehabilitation facilities,

and health care settings promoting preventive care. LPNs are practicing in a changing environment of expanding roles within the health care setting and practice extends into specialized nursing services. LPNs are well prepared to provide direct client bedside care and serve as client advocates. The Allied Health Department of MAC believes that Practical Nursing composes the common core of nursing and is a valid entry level into the nursing profession.

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Basic computer knowledge as evidenced by:
 - a. A high school computer course, or
 - b. A college computer course.
3. Prerequisite courses must be completed by the end of the fall semester with a grade of “C” or above:
 - a. Elementary Algebra
 - b. English Composition I
 - c. Introductory Chemistry (Option B only and must be completed by the end of summer semester)
 - d. Equivalent high school courses may be substituted if completed in the past five years with a “C” grade or above:
 - 1.) English Comp I — for college credit
 - 2.) Math — Algebra I and Algebra II
 - 3.) Chemistry
4. American College Test (ACT) or Compass Test: Applicants must be scheduled to take the ACT test on or before the December test date, and have the following minimum scores:
 - A. ACT:
 - 1.) English — 18*
 - 2.) Math — 19*
 - 3.) Composite — 19
 - B. Compass (must be taken by December 15):
 - 1.) Writing — 68
 - 2.) Algebra — 36
5. Have a GPA of 2.5 or above.
6. Evidence the personal qualification necessary for a nursing career as determined by MAC.
7. Applications will be accepted from February 1 until December 15 of each school year. Application deadline may be extended. Please submit applications early so reference letters can be returned before selection.
8. It is the student’s responsibility to assure the following documents are on file in the Allied

*See adviser for comparison scores on the Compass

Health Department, prior to selection (a \$20 application fee applies).

- a. Application form
 - b. High school transcripts or GED scores
 - c. ACT or Compass scores
 - d. Official college or university transcripts
 - e. Complete names and addresses for references on application (a college form letter will be sent).
 - f. Handwritten autobiography (3-5 pages).
9. All applicants accepted into the program are on conditional status, pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious diseases, passing the drug screen, passing the background check and successfully completing all prerequisites.
 10. Those who do not meet the above requirements should contact the Allied Health Department or a counselor.
 11. No classes may be added after the first three days of fall and spring classes without permission of the dean.
 12. A personal interview may be required.

NOTE: Substitute courses must be approved.

Advanced Placement (LPN to RN) Program

The Advanced Placement (LPN to RN) Program lets PN students and LPNs, who wish to become RNs, further their education without repeating many successfully completed courses. There are two separate entrance requirements: 1. The MAC Practical Nursing graduate from 1991 to present and 2. The MAC Practical Nursing graduate prior to 1991 or Practical Nursing graduates of another school. MAC graduates from 1991 to present are candidates for entering the sophomore year of the ADN Program to complete the Associate Degree Nursing Program in two semesters (26 credit hours). MAC graduates prior to 1991 or graduates of another school may be eligible to enter the Associate Degree Nursing Program in the summer semester and complete the ADN Program in three semesters (39 credit hours).

Entrance Requirements For Advanced Placement

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation from a state approved program in Practical Nursing.
3. Submit official transcripts from high schools, colleges, and/or Career and Technical schools

attended with proof of graduation from high school or the equivalent GED.

4. If requested, provide copies of final record, performance evaluations, and course outlines from program in Practical Nursing from which the student graduated.
5. Provide references from PN Program director and one instructor, employer and personal references.
6. Entrance requirements must be met by the end of Spring Semester with a grade of "C" or above:

Courses	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
ENG1340 English Composition II	3
PSY1130 General Psychology I.....	3
PSY1250 Human Growth & Development	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
Total	27

Equivalent high school courses in Chemistry, and Algebra I and II may be substituted if completed in the past 5 years with a grade of "C" or above.

7. American College Test (ACT) or Compass
 - A. ACT -Applicants must be scheduled to take the test on or before the December test date, and have the following minimum scores:
 1. English - 20*
 2. Math - 19*
 3. Composite - 20
 - B. Compass - Applicants must have taken the Compass with these minimum scores by December 15:
 1. Writing - 81
 2. Algebra - 36
8. Have a GPA of 2.5 or above.
9. LPN-GAP or NLN Nursing Acceleration Challenge Exams: A score at or above the national average percentile is required to be considered for placement in the ADN Program. MAC revised PN curriculum for 1997 graduates forward, exempt from GAP/NLN requirements.
10. A high school computer course with approved course substitution form or a college computer course.
11. Acceptance will be based on space availability and selection by the ADN Selection Committee.
12. Faculty has the option, based on the student's grades and clinical skills, to require the student to complete all of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).

A. Students articulating from the PN Program must have a grade of “B” or above in the Practical Nursing Program Medical Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.) at the regular advanced placement adjusted fee rate. Advanced placement students take all exams in Medical-Surgical I and Medical-Surgical II.

B. The nursing faculty, utilizing their professional judgment, will determine if the student’s clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 credit hours) at the regular fee rate.

13. Applications will be accepted from February 1 until December 15 of each school year. Application deadline may be extended.
14. It is the student’s responsibility to assure the following documents are on file in the Allied Health Department before selection. There is a \$20 application fee.
 - a. Application form
 - b. High School transcripts or GED scores
 - c. ACT or Compass scores
 - d. College or university transcripts
 - e. List complete names & addresses for references on application. A college form letter will be sent to those listed.
 - f. Handwritten autobiography (3-5 pages)
15. All applicants accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
16. Persons who do not meet the above requirements should contact the director of a counselor.
17. No classes may be added after the first three days of fall and spring classes without permission of the dean.
18. Graduates of the MAC Program in Practical Nursing are required to pass the NCLEX-PN on the first attempt to continue as an Advanced Placement student. If the student is not successful in passing the NCLEX-PN, the student is required to complete all components of

Medical-Surgical Nursing I (10 cr. hrs.) and Medical-Surgical Nursing II (6 cr. hrs.).

19. A personal interview may be required.

Entrance Requirements for LPN Graduates of MAC since 1991 (Grade of “C” or above required on all prerequisites):

Courses	Credit Hours
MAT0950 Elementary Algebra*	3
PHS1250 Introductory Chemistry*	5
ENG1340 English Composition II*	3
PSY1130 General Psychology I*	3
PSY1250 Human Growth & Development	3
BIO2600 Human Anatomy*	5
BIO2620 Human Physiology*	5
Subtotal	27

PN or LPN Graduates of MAC since 1991 Fall Semester (Fourth Semester) Credit Hours

ADN1490 Medical-Surgical Nursing I*	5
BIO2700 Microbiology	4
ADN1510 Clinical Pharmacology	1
Subtotal	10

*NOTE: 5 credit hours articulate from PN Program

Spring Semester (Fifth Semester) Credit Hours

ADN1610 Nursing of Children	5
ADN1500 Medical-Surgical Nursing II*	4
POS1180 American Political Systems	3
SOC1130 General Sociology	3
ADN1480 Contemporary Nursing	1
Subtotal	16

*NOTE: 2 credit hours articulate from PN Program

* Based on grades and clinical skills (see policy).

LPN Graduates of MAC Prior to 1991 or from Another School

Prerequisites*	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
ENG1330 English Composition I	3
PSY1130 General Psychology I	3
PSY1250 Human Growth & Development	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
Subtotal	27

* Must have a grade of C or above for all prerequisites.

Summer Semester (Third Semester) Credit Hours

ENG1340 English Composition II	3
ADN1420 Bridge Course	3
Subtotal	6

Fall Semester (Fourth Semester) Credit Hours

ADN1490 Medical-Surgical Nursing I	10
BIO2700 Microbiology	4
ADN1510 Clinical Pharmacology	1
Subtotal	15

Fall Semester (Fourth Semester) Credit Hours

ADN1610 Nursing of Children	5
ADN1500 Medical-Surgical Nursing II	6

POS1180 American Political Systems.....	3
SOC1130 General Sociology	3
ADN1480 Contemporary Nursing	1
Subtotal	18

Associate Degree Nursing

The Associate Degree Nursing program is comprised of a five-semester curriculum leading to an Associate of Science degree. Upon successful completion, the student may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory achievement on the examination will qualify graduates for licensure as an RN (refer to Missouri Statute chapter 335). These Associate Degree Nursing graduates may be readily accepted as juniors into Baccalaureate of Science Degree in Nursing (BSN) programs in institutions of higher education. The college has an on-campus 2+2 BSN completion program in cooperation with Central Methodist University.

Graduates of the Associate Degree Nursing program may perform nursing services as a beginning practitioner inclusive of assessing the health status of individuals with more complex health problems, develop, modify, and set goals for client care, delegate nursing responsibilities as team leaders, evaluate and write revisions in the plan of care for clients with preventive health problems and commonly occurring actual or potential health problems.

The college's Allied Health Advisory Committee (consisting of a variety of health care professionals that may include directors of nursing and administrators of both nursing homes and hospitals, physicians, pharmacists, practical nurses, high school counselors, and student representatives) ensures that the curriculum of both programs keep pace with the employment needs in the field of nursing.

Career Opportunities

Employment opportunities are available in hospitals, clinics, nursing homes, physician's offices, schools, industries, home health, and other health care agencies for both Associate Degree Nursing and Certificate in Practical Nursing graduates.

Entrance Requirements

1. Graduation from an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Basic computer knowledge as evidenced by:
 - a. A high school computer course or
 - b. A college computer course,
3. Prerequisite courses must be completed by end of Fall Semester in the following order.*

- a. Elementary Algebra (or above) with a grade of "C" or above.
 - b. Followed by Introductory Chemistry (5 cr hr) with a grade of "C" or above.
 - c. Equivalent high school courses may be substituted if completed in the past five years with a grade of "C" or above (substitution does not mean that college credit is granted. These courses for college credit will be required for a baccalaureate degree.)
 1. Chemistry
 2. Algebra I and Algebra II
4. American College Test (ACT) or Compass
 - A. ACT -Applicants must be scheduled to take the test on or before the December test date, and have the following minimum scores:
 1. English - 22*
 2. Math - 21*
 3. Composite - 21
 - B. Compass - Applicants must have taken the Compass with these minimum scores by December 15:
 1. Writing - 89
 2. Algebra - 49
 5. Have a GPA of 3.0 or above.
 6. Evidence the personal qualifications necessary for a nursing career as determined by MAC.
 7. Applications will be accepted from February 1 until December 15 of each school year. Application deadline may be extended. Applicants are encouraged to submit applications early so reference letters are returned before selection.
 8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file. There is a \$20 application fee.
 - a. Application form
 - b. High school transcript or GED scores (official, not hand carried)
 - c. ACT or Compass scores
 - d. College or University transcripts (official, not hand carried)
 - e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
 - f. Handwritten autobiography (3-5 pages)
 9. All applicants accepted into the program are considered on conditional status pending completion of the physical examination by a

qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.

10. Persons who do not meet the above requirements should contact the Allied Health Department or a counselor.

11. No classes may be added after the first three days of fall & spring classes without permission of the dean.

12. A personal interview may be required.

Curriculum Plan for Associate Degree Nursing Program

Prerequisites*	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
Subtotal	8

* Must have a grade of C or above for all prerequisites.

First Year	
Fall Semester	Credit Hours
ENG1330 English Comp I	3
BIO2600 Human Anatomy	5
NUR1450 Fundamentals of Nursing	6
NUR1570 Basic Pharmacology	1
PSY1250 General Psychology I	3
Subtotal	18

Spring Semester	Credit Hours
ADN1460 Maternity Nursing	4
ADN1630 Mental Health Nursing	4
BIO2620 Human Physiology	5
ADN1640 Therapeutic Nutrition	3
Subtotal	16

Summer Semester	Credit Hours
ENG1340 English Comp II	3
PSY1250 Human Growth & Development	3
Subtotal	6

NOTE: PSY1250 Human Growth & Development is a prerequisite for ADN1610 Nursing of Children.

**ONE-YEAR CERTIFICATE IN PRACTICAL NURSING CURRICULUM
(Side-by-side comparison)**

OPTION A

Program Prerequisites

MAT0950 Elem Algebra* or higher	3
ENG1330 English Comp I*	3
Subtotal	6

1st Trimester

NUR1290 Fund of Nursing*	6
NUR1300 Therapeutic Nutrition*	3
NUR1310 Personal/Voc Concepts*	1
NUR1370 Basic Pharmacology*	2
BIO2600 Human Anatomy*	5
PSY1130 General Psychology I	3
Subtotal	20

2nd Trimester

NUR1320 Geriatric Nursing*	2
NUR1350 Maternity Nursing*	4
NUR1420 Pediatric Nursing*	3
NUR1430 Mental Health Nursing*	4
PSY1250 Human Growth & Dev	3
Subtotal	16

3rd Trimester

NUR1270 Body Function*	2
NUR1380 Med-Surg Nursing*	12
NUR1410 Applied Pharmacology*	1
HLT2400 Intravenous Therapy*	3
Subtotal	18

Total Cr Hrs (including program prerequisites): 60

*Course has prerequisite. See MAC Catalog.

OPTION B

Program Prerequisites

MAT0950 Elem Algebra* or higher	3
ENG1330 English Comp I*	3
PHS1250 Intro Chemistry*	5
Subtotal	11

1st Trimester

NUR1290 Fund of Nursing*	6
NUR1300 Therapeutic Nutrition*	3
NUR1310 Personal/Voc Concepts*	1
NUR1370 Basic Pharmacology*	2
BIO2600 Human Anatomy*	5
PSY1130 General Psychology I	3
Subtotal	20

2nd Trimester

NUR1320 Geriatric Nursing*	2
NUR1350 Maternity Nursing*	4
NUR1420 Pediatric Nursing*	3
NUR1430 Mental Health Nursing*	4
BIO2620 Human Physiology*	5
PSY1250 Human Growth & Dev	3
Subtotal	21

3rd Trimester

NUR1380 Med-Surg Nursing*	12
NUR1410 Applied Pharmacology*	1
ENG1340 English Comp II*+	3
HLT2400 Intravenous Therapy*	3
Subtotal	19

Total Cr Hrs (including program prerequisites):71

+ If English Comp II is already completed, students could take other general education courses for ADN program such as American Political Systems or Sociology.

Second Year

Fall Semester	Credit Hours
ADN1490 Medical-Surgical Nursing I	10
BIO2700 Microbiology.....	4
ADN1510 Clinical Pharmacology.....	1
Subtotal	15

Spring Semester	Credit Hours
ADN1610 Nursing of Children	5
ADN1480 Contemporary Nursing	1
ADN1500 Medical-Surgical Nursing II	6
POS1180 American Political Systems.....	3
SOC1130 General Sociology	3
Subtotal	18

Prerequisites - 8 credit hours

Total Credit Hours - 73 (32 Academic + 41 Nursing)

Paramedic to RN Bridge

The Paramedic to RN Bridge Program provides the opportunity for paramedics desiring to become an RN to complete their education in a timely manner. Applicants must be a graduate of an approved paramedic program, have completed all required prerequisite courses, and successfully completed all entrance requirements to be a candidate for acceptance into the Paramedic to RN Bridge Program. There are two separate entrance requirements to be a candidate for acceptance into the ADN Program, (1) The MAC Paramedic Program graduate and (2) Paramedics graduating from another college. MAC paramedic graduates will be required to complete 35 credit hours in the ADN Program. Paramedic graduates from another school will be required to complete 44 credit hours in the ADN Program.

Graduates of the ADN program are prepared to perform nursing services as a beginning practitioner inclusive of assessing the health status of individuals with more complex health problems, develop, modify, and set goals for client care, delegate nursing responsibilities as team leaders, and evaluate and write revisions in the plan of care for clients with preventative health problems and commonly occurring actual or potential health problems in hospitals and other health care agencies.

Upon successful completion of the program, the student is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of the program does not guarantee eligibility to take the licensure exam. Satisfactory achievement on the examination will qualify graduates for licensure as a Registered Nurse (RN) (Refer to Missouri Nurse Practice Act, Chapter 335 RSMO).

ENTRANCE REQUIREMENTS

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Provide proof of graduation from a state accredited paramedic program and provide documentation of 2000 hours and/or 2 years full-time paramedic experience within the last three years from their employer.
3. Provide references from Director of the Paramedic Program, employer, and personal references.
4. Preference for admission will be given to Mineral Area College Paramedic graduates.
5. Applicants are required to have basic computer knowledge as evidenced by:
 - a. A high school computer course, or
 - b. A college computer course
6. American College Test (ACT) or Compass
 - a. ACT -Applicants must have taken the ACT and have the following minimum scores:
 1. English – 20
 2. Math – 19
 - b. Compass - Applicants must have taken the Compass and have the following minimum scores:
 1. Writing - 81
 2. Algebra – 36
7. Have a Grade Point Average (GPA) of 3.0 or above.
8. Evidence the personal qualifications necessary for a nursing career as determined by MAC.
9. Applications for the program will be accepted from January 1 until May 15 every other year. Classes begin every 2 years. Application deadline may be extended.
10. The following credentials must be on file in the Allied Health Department prior to Selection. It is the student's responsibility to assure these documents are on file. There is a \$20 application fee.
 - a. Application form
 - b. High school transcript or GED scores (official copies, not hand-carried)
 - c. ACT or Compass scores
 - d. College or University transcripts (official copies, not hand-carried)
 - e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
 - f. Handwritten autobiography (3-5 pages)
11. All applicants who have been accepted into

the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, background check, and successfully completing all prerequisite courses.

12. Persons who do not meet the above requirements should contact the director of the Allied Health Department or the vocational counselor.
13. No classes may be added after the first three days of fall and spring classes without permission of the dean.
14. A personal interview may be required.
15. Prerequisite courses: Must be completed with a grade of "C" or above by the end of spring semester.

PARAMEDIC to ASSOCIATE DEGREE NURSING Entrance Requirements for Graduates of the Mineral Area College Paramedic Program

A grade of "C" or above required on all prerequisite courses.

Prerequisites	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
ENG1330 English Comp I	3
ENG1340 English Comp II	3
PSY1130 General Psychology I	3
PSY1250 Human Growth & Development	3
POS1180 American Political Systems	3
SOC1130 General Sociology	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
BIO2700 Microbiology	4
Total:	40

Fall Semester	Credit Hours
ADN1450 Fundamentals of Nursing	6
ADN1570 Basic Pharmacology	1
(May test out or take course.)	
Total:	7

Spring Semester - Second	Credit Hours
ADN1460 Maternity Nursing	4
(First 8 week course)	
ADN1630 Mental Health Nursing	4
(Second 8 week course)	
ADN1640 Therapeutic. Nutrition	3
(Possibly in summer)	
(May take as a Web course)	
Total:	11

Fall Semester - Third	Credit Hours
ADN1490 Medical-Surgical Nursing I	6

ADN1510 Clinical Pharmacology	1
(May take or test out of course)	
Total:	7

SPRING SEMESTER - Fourth

ADN1610 Nursing Children	3
(First 8 weeks)	
ADN1480 Contemporary Nursing	1
(First 8 weeks)	
ADN1500 Medical-Surgical Nsg. II	6
(Second 8 weeks)	
Total:	10

Academic Prerequisites = 40 credit hours
Nursing Courses = 35 credit hours
Total credit hours = 75

PARAMEDIC GRADUATES FROM ANOTHER SCHOOL

Prerequisites	Credit Hours
MAT0950 Elementary Algebra	3
PHS1250 Introductory Chemistry	5
ENG1330 English Comp I	3
ENG1340 English Comp II	3
PSY1130 General Psychology I	3
PSY1250 Human Growth & Development	3
POS1180 American Political Systems	3
SOC1130 General Sociology	3
BIO2600 Human Anatomy	5
BIO2620 Human Physiology	5
BIO2700 Microbiology	4
ADN1422 Paramedic to RN Transition	3
Total:	43

Fall Semester - First	Credit Hours
ADN1450 Fundamentals of Nursing	6
ADN1570 Basic Pharmacology	1
Total:	7

Spring Semester - Second	Credit Hours
ADN1460 Maternity Nursing	4
(First 8 week course)	
ADN1630 Mental Health Nursing	4
(Second 8 week course)	
ADN1640 Therapeutic. Nutrition	3
(May take as a Hybrid course)	
Total:	11

Fall Semester - Third	Credit Hours
ADN1490 Medical-Surgical Nursing I	10
ADN1510 Clinical Pharmacology	1
Total:	11

Spring Semester - Fourth	Credit Hours
ADN1610 Nursing Children	5
(First 8 weeks)	

ADN1480 Contemporary Nursing	1
(First 8 weeks)	
ADN1500 Medical-Surgical Nsg II	6
(Second 8 weeks)	
Total:	12

Academic Prerequisites = 40 credit hours
Nursing Courses = 44 credit hours
Total credit hours = 84

Paramedic Technology

MAC offers a Certificate and Associate of Applied Science degree in Paramedic Technology. The certificate is a three semester curriculum of 51 credit hours, and the Associate of Applied Science degree consists of an additional 34 credit hours. Paramedic Technology graduates are prepared to deliver emergency treatment at the site of an accident or other medical emergency. Training consists of classroom instruction, laboratory practice, internship rotations, and training within the hospital and from ambulance services. Paramedics are trained to provide advanced life support to sick or injured patients.

ENTRANCE REQUIREMENTS

1. Be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies.
2. Applicants are required to have:
 - a. EMT license, or expect to have EMT license by Aug. 1, 2012.
 - b. At least 100 hours of patient care experience (preferred). Students without at least 100 hours experience will be required to complete an additional 100 hours of field internship during first semester.
 - c. Must be at least 18 years of age.
 - d. Current certification in BLS for Health Care Providers.
3. Prerequisites:
 - a. Must hold current Missouri EMT license.
 - b. Paramedic Anatomy & Physiology (PAR2100) or course substitution for equivalent A&P course.
 - c. Medical Terminology/Intro to Pathology, 3 credit hours with a grade of "C" or better.
4. American College Test (ACT) or Compass
 - a. ACT -Applicants must have taken the ACT with these minimum scores by December 15:
 1. English - 18
 2. Math - 19
 3. Composite - 19

- b. Compass - Applicants must have taken the Compass by December 15 within the past 3 years and have the following minimum scores:
 1. Writing - 68
 2. Algebra - 36
5. Have a Grade Point Average (GPA) of 2.5 or above.
 6. Evidence the personal qualification necessary for a career in Paramedic Technology as determined by MAC.
 7. Applications for the Paramedic Program are accepted from January 1 - May 30 each year. Application deadline may be extended.
 8. The following credentials must be on file in the Allied Health Department prior to selection. It is the student's responsibility to assure these documents are on file. There is a \$20 application fee.
 - a. Application form
 - b. High school transcript or GED scores (official copies, not hand-carried)
 - c. ACT or Compass scores
 - d. College or university transcripts (official copies, not hand-carried)
 - e. List complete names and addresses for references on application. A college form letter will be sent to those listed.
 - f. Typed questionnaire (3-5 pages)
 - g. Personal interview.
 9. All applicants who have been accepted into the program are considered on conditional status pending completion of the physical examinations by a qualified physician, stating they are free of emotional, physical, infectious, and/or contagious disease, passing the drug screen, passing the background check, and successfully completing all prerequisites.
 10. Persons who do not meet the above requirements should contact the director of the Allied Health Department, Coordinator of Paramedic Technology, or a counselor.

Upon successful completion of the Certificate program or Associate of Applied Science Degree program, the student is eligible to apply to take the National Registry Exam. Satisfactory achievement on the examination will qualify graduates for licensure as a Paramedic.

1. Program admission is based on a selection process. Applications will be accepted from January 1 - May 30.
2. All courses must be completed with a grade of "C" or above.

3. Last 15 credit hours must be earned at MAC.
4. An Application for Graduation form must be submitted during first two weeks of final semester.
5. An Exit Exam and Graduation Interview must be completed during the final semester.

One-Year Certificate — Paramedic Technology

Prerequisites:	Credit Hours
Must hold EMT Certification	
PAR2100 Paramedic Anatomy & Physiology	4
HLT2350 Medical Terminology/Introduction to Pathology	3
Total Sem Credit Hours	7

Semester 1	Credit Hours
PAR2000 Princ of Paramedic Tech I.....	8
PAR2142 Paramedic Laboratory I.....	3
PAR2200 Paramedic Clinical I.....	1
PAR2082 Pharmacology for Paramedics.....	5
PAR2300 Paramedic Internship I.....	1
Total Sem Credit Hours	18

Semester 2	Credit Hours
PAR2020 Princ of Paramedic Tech II.....	8
PAR2042 Princ of Paramedic Tech III.....	5
PAR2220 Paramedic Clinical II.....	2
PAR2162 Paramedic Laboratory II.....	2
PAR2322 Paramedic Internship II.....	2
Total Sem Credit Hrs.....	19

Semester 3	Credit Hours
PAR2062 Princ of Paramedic Tech IV	6
PAR 2240 Paramedic Clinical III	1
PAR2330 Paramedic Laboratory III	2
PAR2340 Paramedic Internship III.....	5
Total Sem Credit Hrs.....	14
TOTAL CERTIFICATE CREDIT HOURS.....	58

Associate of Applied Science—Paramedic Technology

Required General Education Courses	Credit Hours
ENG1330 English Composition I*	3
ENG1340 English Composition II*	3
MAT0950 Elementary Algebra*	3
PHS1250 Introductory Chemistry*	5
BIO2600 Human Anatomy*+	5
BIO2620 Human Physiology*+	5
BIO2700 Microbiology*+	4
POS1180 American Political Systems.....	3
PSY1130 General Psychology I.....	3
Total Gen Ed Credit Hrs.	34
Paramedic Tech Certificate Credit Hrs<	58
TOTAL AAS CREDIT HRS<	92

* Course has prerequisite(s).

+ Course has restricted enrollment.

< Credit hours may vary depending on certificate program.

Medical Technology — Respiratory Therapy

Cooperating Institution:

Cape Girardeau Career & Technology Center

MAC has an established articulated transfer program with Cape Girardeau Career & Technology Center leading to an Associate of Science degree in Medical Technology – Respiratory Therapy. Students apply for the degree after successfully completing both the general education courses offered by MAC and the technical course component offered by Cape Girardeau CTC. Students must apply and be accepted into the RT program before enrolling in the technical component courses.

For more information, contact Cape Girardeau CTC at (573) 334-0826 or MAC Career Connections Office at (573) 518-2155.

General Education Courses	Credit Hours
CIS 1050 Introduction to Computers or higher.....	3
⊕▲ ENG 1330 English Composition I.....	3
⊕ ENG 1340 English Composition II.....	3
⊕▲● HLT 2350 Medical Terminology/Intro Path ...	3
⊕▲ MAT 0950 Elementary Algebra or higher	3
POS 1180 American Political Systems.....	3
PSY 1130 General Psychology I.....	3
PSY 1250 Human Growth and Development	3
Total.....	24

Please refer to the MAC Medical Technology – Respiratory Therapy Associate of Science Degree Plan for degree requirements.

⊕Course has prerequisite(s). Refer to the College Catalog for prerequisite information.

▲Required for admission into CGCTC Program.

●This requirement may be waived upon request to the Dean of Career and Technical Education, and documentation of adequate preparation and recommendation by the Director of the CGCTC Respiratory Therapy Program.

Physical Therapist Assistant

Cooperating Institution:

Cape Girardeau Career and Technology Center

Please Note: Cape Girardeau Career & Technology Center/MAC has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone 703-706-3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

MAC has an established articulated transfer program with Cape Girardeau Career & Technology Center leading to an Associate of Applied Science degree in Physical Therapist Assistant. Students apply for the degree after successfully completing both the general education courses offered by MAC and the technical course component offered by Cape Girardeau CTC. Students must apply and be accepted into the PTA program before enrolling in the technical component courses.

For additional program information, contact

Cape Girardeau Career and Technology Center at (573) 334-0826 or MAC Career Connections Office at (573) 518-2155.

General Education Courses	Credit Hours
Biology:	
▲ General Biology Course with Lab	3 – 5
Health:	
▲ HLT 2350 Medical Terminology/Intro Path.....	3
Communications:	
2 courses – 1 Written ▲, and One (1) Oral.....	6
Human Development Elective:	
1 Course	3
History/Political Science Elective:	
1 Course	3
Mathematics Elective:	
1 Course ▲	3
Computer Literacy Elective:	
1 Course	3
Total	24 - 26

Please refer to the MAC Physical Therapist Assistant Associate of Applied Science Degree Plan for degree requirements.

⊕ Course has prerequisite (s). Refer to the College Catalog for prerequisite information.

▲ Required for admission into CGCTC Program.

Medical Technology — Radiology

The school of Radiologic Technology offers an educational program that leads to an Associate of Science degree. Students are provided with skills, techniques, and professional abilities to become a Registered Radiologic Technologist (RT). The program includes academic classroom presentations with a supervised clinical education experience.

Clinical participation begins by first observing an RT in the execution of duties in the Radiology field. This participation moves from a passive role of observation to a more active role of assisting the RT. The student's participation then moves into the active mode of performing exams under the supervision of a Radiologic Technologist.

Upon successful completion of the accredited course of study, the student is eligible for the American Registry of Radiologic Technologists exam (ARRT).

Students often choose to advance their education and enter fields such as: Radiation Therapy, Nuclear Medicine, Ultrasound, Magnetic Resonance Imaging (MRI), Computed Tomography (CT), and Mammography.

The Radiology Program is accredited by The Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300, or www.jrcert.org.

Program Prerequisites:

BIO2540 Human Anatomy & Physiology*	5
CIS1050 Introduction to Computers	3
ENG1330 English Composition I*	3
ENG1440 Public Speaking	3
HLT2350 Medical Term/Intro to Pathology*	3
MAT1130 Intermediate Algebra*	3
POS1180 American Political Systems.....	3
PSY1130 General Psychology I.....	3
SOC1620 Human Diversity	3
Total	29

* Course has a prerequisite. See MAC Catalog.

Note: All program prerequisite courses must be completed by the end of the spring semester to be considered for admission. No summer classes will be accepted during the same year of application.

ENTRANCE REQUIREMENTS

1. Applications will be accepted from Jan. 15 to May 1 of each year.
2. A \$25 non-refundable application fee payable to MAC should accompany the application.
3. Official high school transcript or GED mailed to MAC.
4. Official college or university transcripts mailed to MAC (official copies, not hand-carried).
5. Cumulative GPA must be 2.5 or above.
6. ACT or Compass Test:
 - a. ACT – Must be taken within the last three years with the following minimum scores:
 - i. English – 18
 - ii. Math – 19
 - iii. Science – 18
 - iv. Reading – 18
 - v. Composite– 19
 - b. Compass – Must be taken within the last three years with the following minimum scores:
 - i. Writing – 70
 - ii. Algebra – 40
 - iii. Reading – 81
7. Completed reference forms
8. Personal interviews will be scheduled after all requirements are met.
9. Completed Health Form with record of immunization.
10. Health Standards: A health statement from a physician for verification in the clinical phase the student will be able to: operate radiographic equipment including mobile units; lift patients to and from wheelchairs, carts and radiographic tables; be capable to do other duties without injury to themselves or others; communicate effectively in the surgery suite with staff during procedures; and have the ability to communicate clearly to instruct patients is required.

Associate Of Science Degree

Freshman Year, Fall Semester

RDL1020 Radiation Protection	3
RDL1040 Radiographic Anatomy I	3
RDL1060 Radiographic Procedures I	3
RDL1082 Intro to Radiology & Patient Care	3
RDL1102 Clinical I	6

Freshman Year, Spring Semester

RDL1220 Radiographic Exposure I	3
RDL1240 Radiographic Procedures II	3
RDL1260 Radiographic Physics I	3
RDL1280 Image Analysis I	3
RDL1300 Clinical II	6

Freshman Year, Summer Semester

RDL1400 Clinical III	5
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Sophomore Year, Fall Semester

RDL1270 Image Acquisition	3
RDL2000 Radiographic Biology	3
RDL2040 Radiographic Procedures III	3
RDL2080 Radiographic Exposure II	3
RDL2100 Clinical IV	6

Sophomore Year, Fall or Spring Semester

HLT2400 Intravenous Therapy	3
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Sophomore Year, Fall Semester

RDL2022 Radiographic Equipment	3
RDL2200 Image Analysis II	3
RDL2240 Cross Sectional Anatomy	3
RDL2260 Radiographic Anatomy II	3
RDL2280 Clinical V	6
RDL2400 Radiology Registry Review	1
Total Credit Hours	81

MAC Career Connections

Career Connections is a partnership between MAC and service area career and technology centers and comprehensive high schools. Secondary students have the opportunity to earn college course credit and begin an associate of applied science degree while still in high school. This unique local program lets students receive college credit through their secondary career and technical education program. College course credit is earned and grades are transcribed as students proceed through their competency-based courses.

Participation in MAC Career Connections is open to qualifying high school juniors and seniors. More information on applying for admission can be found by contacting high school or career and technology center counselors.

MAC Career Connections Associate of Applied Science Degrees currently available:

- Automotive Collision Technology
- Automotive Technology
- Business Management
- Business Management – Microcomputers

- Cabinetmaking
- Child Development
- Computer Aided Design/Drafting Technology
- Computer Networking
- Construction/Building Technology
- Electrical Technology
- Electrical/Electronics Technology
- Graphic Arts/Printing Technology
- Heating, Air Conditioning, and Refrigeration Technology
- Horticulture
- Machine Tool Technology
- Office Systems Technology – Administrative Assistant
- Radio/TV Broadcasting Production Technology
- Welding Technology

Students planning to pursue a baccalaureate degree upon completion of a MAC AAS degree should contact appropriate college/university officials upon high school graduation to outline a course of study which meets the student's individual needs and best provides for future course transfer. For additional program information, contact the MAC Career Connections Office at (573) 518-2155.

Associate of Applied Science Degrees & Certificates

Associate of Applied Science degrees are designed primarily for the student who wishes to seek employment immediately after completing the two-year program.

Associate of applied science degrees require a general education component which generally consist of college-level (non-remedial) coursework or its equivalent, including all relevant prerequisites, in each of the following curricular areas:

COMMUNICATIONS **6 HOURS**

- Choose two courses, from English and Communications.
- Choose one written and one oral communication course.
- Choose from the following communications courses:
- ENG1330 English Composition I*+ (written)
- ENG1440 Public Speaking+ (oral)
- ENG1670 Interpersonal Communication (oral)
- TEC1040 Technical Writing* (written)

HUMAN DEVELOPMENT **3 HOURS**

- Choose from the following human development courses:
- SOC1130 General Sociology
- SOC1400 Human Relations*
- PSY1130 General Psychology I+
- PSY1160 Applied Psychology

EMPLOYMENT **2 HOURS**

- The following two courses must be completed for most AAS degrees:
- PAW1060 Preparation for Employment
- MGT1940 Management Seminar, Work Place and Life Skills

HISTORY and POLITICAL SCIENCE **3 HOURS**

- Choose from the following history and political science courses:
- HIS1230 American History I
- HIS1240 American History II
- POS1180 American Political Systems

MATHEMATICS 6-7 HOURS

- Choose two from the following mathematics courses:
- MAT1130 Intermediate Algebra*
- MAT1230 College Algebra*+
- MAT1330 Trigonometry*+
- MAT1600 Calculus for Business/Soc. Sciences*+
- MAT1650 Analytic Geometry and Calculus I*
- MAT2150 Analytic Geometry and Calculus II*
- TEC1900 Technical Math I*
- TEC1910 Technical Math II*

BIOLOGICAL/PHYSICAL SCIENCES 3-5 HOURS

- Choose from the following science courses:
- BIO1100 Intro to Bio Science
- BIO1150 General Biology
- BIO1250 General Botany
- BIO1350 General Zoology
- BIO1430 Environmental Science
- PHS1130 Physical Science*
- PHS1200 Introductory Astronomy
- PHS1230 Introductory Oceanography
- PHS1250 Introductory Chemistry*
- PHS1350 General Chemistry I
- PHS1420 College Physics I*
- PHS2230 General Physics I*+
- PHS2400 Earth Science
- PHS2420 Earth Science I
- PHS2430 Earth Science II
- TEC1070 Unified Technical Concepts I*+
- TEC1080 Unified Technical Concepts II*+

COMPUTER LITERACY 3 HOURS

TOTAL GENERAL EDUCATION FOR MOST AAS DEGREES 23-25 HOURS

RECOMMENDED MAJOR COURSES AND ELECTIVES 44-51 HOURS

TOTAL CREDIT HOURS FOR MOST AAS DEGREES 67-70 HOURS

*Designates courses with prerequisites.
 +Designates recommended courses for students planning to transfer to another institution or another program in the future.

Agribusiness

Recognizing agribusiness as a principal industry in Missouri, MAC's agribusiness program offers students an opportunity to prepare for a career in this diverse and progressive industry. The Associate of Applied Science Degree prepares students to enter jobs in agribusiness following graduation. Typical positions include sales and management in seed, feed, chemical, fertilizer and livestock pharmaceuticals industries, as well as production management and financing.

PROGRAM CORE

- AGR1120 Animal Science 5
- AGR1230 Plant Science..... 5
- AGR1430 Intro to Soils OR AGR1420 Soils *+ 3-5
- AGR1770 Contemporary Ag Issues I* 1
- AGR1790 Contemporary Ag Issues II*..... 1
- AGR1800 Ag Leadership & Employment 1
- AGR2100 Ag Industry Seminar* 1
- AGR2200 Ag Internship I* 3

- AGR2250 Ag Internship II* 3
- BUS2000 Principles of Accounting I* 3
- BUS2330 Marketing 3
- Business Elective 3
- Agriculture Electives 6-8
- Subtotal 38-42**

GENERAL EDUCATION

- Communication 6
- Human Development..... 3
- History/Political Science..... 3
- Mathematics 6-10
- Science..... 3-5
- Computer Literacy 6
- Subtotal 27-33**

TOTAL CREDIT HRS. 65-75

*Designates courses with prerequisites.
 +Designates recommended courses for transfer students.

Business Related

MAC offers an extensive array of degree and certificate programs related to the business world. These programs provide students with multiple options to specialized careers in business.

Business Computer Programming

Employers in the area have indicated an increasing demand for employees with skills including office technology, communications, computer skills, computer networking skills, and telecommunications. These are all directly or indirectly related to the skills that will be gained in the Business and Computer Programming degree.

In addition to the general education requirements of the AAS, students will complete courses in the following major and elective areas.

First Year

Fall Semester

- ENG1330 English Comp I* 3
- CIS1050 Introduction to Computers or CIS1750 Microcomputer Applications* 3
- Math Elective 3
- Political Science/History Elective 3
- CSC1500 Basic Programming* 3
- CSC1100 Intro to Logic 3
- Subtotal 18**

Spring Semester

- ENG1340 English Comp II* 3
- Math Elective 3
- CIS1610 IT Fundamentals 3
- CSC2400 C++ Programming* 3
- Human Development Elective 3
- MGT1940 Management Seminar 1
- Subtotal 16**

Second Year**Fall Semester**

ENG1670 Interpersonal Comm. or ENG1440 Public Speaking	3
CIS2100 Micro Database Management*	3
CSC2420 Java Script Programming*	3
CIS1870 Internetworking I*	3
CSC2440 Perl/CGI/Linux*	3
Subtotal	15

Spring Semester

CIS2110 Adv. Database Management*	3
CIS1900 Fund. Of Unix* or CIS2080 Linux	3
CIS2400 Web Page Development*	3
PAW1060 Prep for Employment	1
Science Elective	3
Elective	3
Subtotal	16

General Education Credit Hours 24-30**Major & Elective Credit Hours** 41**TOTAL PROGRAM CREDIT HOURS** 68-71

*Designates courses with prerequisites.

Business Management

Whether managing a small business or administering business activities and policies in a large firm, managerial personnel must understand various procedures in accounting, economics, finance, law, marketing, and computers. College-level training is increasingly important for entry to, and success in, this occupational area. A wide range of employment opportunities exist in fields such as retail stores, manufacturing firms, insurance offices, finance companies, banks, computer facilities, hospitals, small business firms, and many others.

First Year**Fall Semester** **Credit Hours**

ENG1330 English Comp I*	3
Human Development Elective	3
MGT1800 Business Math	3
Accounting Elective	3
Computer Elective	3
OST1400 Business Communications I*	3
Subtotal	18

Spring Semester **Credit Hours**

ENG1440 Public Speaking	3
Math Elective	3
OST2200 Introduction to Business	3
Accounting Elective	3
Computer Elective	3
BUS/MGT Elective	3
Subtotal	18

Second Year**Fall Semester** **Credit Hours**

BUS2100 Fund of Management or MGT2660 Super Mid Management	3
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BUS/MGT Elective	3
Computer Elective	3
Political Science/History Elective	3
BUS/MGT Elective	3
BUS/MGT Elective	3
Subtotal	18

Spring Semester **Credit Hours**

MGT1710 Human Resource Management	3
BUS/MGT Elective	3
BUS/MGT Elective	3
MGT2200 Business Internship*	3
Science Elective	3-5
PAW1060 Prep for Employment	1
MGT1940 Management Seminar	1
Subtotal	17-19

General Education Credit Hours 18-22**Major & Elective Credit Hours** 53**TOTAL PROGRAM CREDIT HOURS** 71-75

*Designates courses with prerequisites.

One-Year Certificate in Business Management

The Certificate in Business Management is designed to provide the student with basic skills in business and computers essential for entry into the business world.

Fall Semester **Credit Hours**

ENG1330 English Composition I*	3
Accounting Elective	3
MGT1800 Business Math	3
OST1400 Business Communications I*	3
BUS2100 Fundamentals of Management or MGT2660 Supervision-Mid Mgt	3
CIS1050 Introduction to Computers or CIS1750 Microcomputer Applications	3
Subtotal	18

Spring Semester **Credit Hours**

Accounting Elective	3
OST2200 Introduction to Business	3
MGT1710 Human Resource Management*	3
Computer Elective	3
BUS/MGT Elective	3
PAW1060 Prep for Employment	1
Subtotal	16

TOTAL CREDIT HOURS 34

*Designates courses with prerequisites.

Business Management—Accounting

This program will prepare students for an entry-level management position as an accounting paraprofessional. Strategically selected courses in the degree plan provide students with the knowledge and skills necessary to compete in

today's competitive environment of business. Possible areas of employment include positions as accounting clerks, entry-level management positions in both the public and the private sector in computerized accounting, tax accounting, and other related areas of accounting and finance.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
Human Development Elective	3
MGT1800 Business Math	3
Accounting Elective	3
Computer Elective	3
OST1400 Business Communications I*	3
Subtotal	18

Spring Semester	Credit Hours
ENG1440 Public Speaking	3
Math Elective	3
Accounting Elective	3
OST2200 Introduction to Business	3
BUS/MGT Elective	3
Computer Elective	3
Subtotal	18

Second Year

Fall Semester	Credit Hours
BUS2100 Fund of Management or	
MGT2660 Super Mid Management	3
BUS/MGT Elective	3
Political Science/History Elective	3
CIS1650 Accounting on Microcomputers*	3
MGT2062 Managerial Accounting	3
**Tax Accounting	3
Subtotal	18

Spring Semester	Credit Hours
MGT1710 Human Res Management	3
Science Elective	3-5
MGT2200 Business Internship*	3
MGT1940 Management Seminar	1
PAW1060 Prep for Employment	1
MGT2064 Cost Accounting	3
BUS/MGT Elective	3
Subtotal	17-19

**These courses are currently not being offered through MAC. Central Methodist College, part of a 2 + 2 agreement, does offer the courses as part of their degree offerings. Some colleges offer them as correspondence or web-based course.

General Education Credit Hours	18-20
Major & Elective Credit Hours	53
TOTAL PROGRAM CREDIT HOURS	71-73

*Designates courses with prerequisites.

Business Management— Microcomputers

Computers have become a vital part of industry and business today. The Business Management-Microcomputer curriculum was developed to meet

the emerging need for businesses who require individuals with training on microcomputers. Students follow a well-rounded program of business courses along with computer courses. Applications courses will be emphasized with extensive work on personal computers.

First Year

Fall Semester	Credit Hours
ENG1330 English Comp I*	3
Human Development Elective	3
MGT1800 Business Math	3
Accounting Elective	3
Computer Elective	3
OST1400 Business Communications I*	3
Subtotal	18

Spring Semester	Credit Hours
ENG1440 Public Speaking	3
Math Elective	3
Accounting Elective	3
OST2200 Introduction to Business	3
BUS/MGT Elective	3
Computer Elective	3
Subtotal	18

Second Year

Fall Semester	Credit Hours
BUS2100 Fund of Management or	
MGT2660 Super Mid Management	3
BUS/MGT Elective	3
BUS/MGT Elective	3
Political Science/History Elective	3
Computer Elective	3
Computer Elective	3
Subtotal	18

Spring Semester	Credit Hours
MGT1710 Human Res Management	3
BUS/MGT Elective	3
Computer Elective	3
MGT2200 Business Internship*	3
Science Elective	3-5
PAW1060 Prep for Employment	1
MGT1940 Management Seminar	1
Subtotal	17-19

General Education Credit Hours	18-20
Major & Elective Credit Hours	53
TOTAL PROGRAM CREDIT HOURS	71-73

*Designates courses with prerequisites.

Computer Networking

Computer network technician and engineering fields are consistently exhibiting shortages. The AAS in Computer Networking was developed to address these shortages. Students will gain skills in network administration and be given opportunities to study for examinations, which if passed, will certify them in specific networking specialty areas.

First Year**Fall Semester**

ENG1330 English Comp I*	3
CIS1870 Internetworking I*	3
Math Elective	3
CIS1750 Micro Applications*	3
Political Science/History Elective	3
Subtotal	15

Spring Semester

CIS1840 Microsoft Network Admin*	3
CIS1890 Internetworking II*	3
Math Elective	3
Management Elective	3
CIS1610 IT Fundamentals or CIS1910 Fundamentals of Unix or CIS2080 Fundamentals of Linux*	3
Subtotal	18

Second Year**Fall Semester**

CIS2670 Internetworking III*	3
ENG1440 Public Speaking	3
Science Elective	3
CIS1620 A+ Computer Repair/Maint	3
CIS1670 Fund Of Networking	3
Subtotal	15

Spring Semester

CIS2690 Internetworking IV*	3
CSC1500 Basic Programming*	3
Human Development Elective	3
PAW1060 Prep for Employment	1
MGT1940 Management Seminar	1
Elective	3
CIS1680 Fundamentals of Network Security	3
Subtotal	17

General Education Credit Hours 21-27**Major & Elective Credit Hours** 44**TOTAL PROGRAM CREDIT HOURS** 65-71

*Designates courses with prerequisites.

Computer Networking Certificate**First Year****Fall Semester**

ENG1330 English Comp I*	3
CIS1870 Internetworking I*	3
Math Elective	3
CIS1750 Microcomputer Applications*	3
CIS1620 A+ Computer Repair*	3
CIS1610 IT Fundamentals	3
Subtotal	18

Spring Semester

CIS1840 Microsoft Network Admin*	3
CIS2670 Internetworking II*	3
CSC1500 Basic Programming	3
Human Development Elective	3
PAW1060 Prep for Employment	1

CIS1670 Fund Of Networking..... 3

Subtotal 16**TOTAL CREDIT HOURS** 34

*Designates courses with prerequisites.

Office Systems Technology

Modern offices have a totally different appearance than just a few years ago. Many offices are essentially "paperless" and virtually all use computers. Many offices do their own graphic layouts. The need for highly-trained workers has never been greater.

The Office Systems Technology program has been designed to train workers in this exciting field. After extensive consultation with business people and business educators from many institutions, a degree plan was devised that allows students to gain expertise in the skills required of today's administrative assistants. This plan is open to all students.

In addition to receiving instruction in areas considered "traditional" for office personnel, the students receive a great deal of instruction in computer applications as well as accounting and related business subjects.

First Year**Fall Semester****Credit Hours**

ENG1330 English Comp I*	3
Human Development Elective	3
OST1300 Office Procedures I*	3
OST1500 Applied Accounting I	3
MGT1160 Customer Relations	3
OST1020 Keyboarding II*	3
Subtotal	18

Spring Semester**Credit Hours**

ENG1440 Public Speaking	3
MGT1800 Business Math	3
OST1520 Applied Accounting II*	3
OST2200 Introduction to Business	3
OST1320 Office Procedures II*	3
Computer Elective	3
Subtotal	18

Second Year**Fall Semester****Credit Hours**

OST1400 Business Communications I*	3
Math Elective	3
OST1080 Ten-Key Numeric Skills	1
OST1100 Filing Systems and Records Management*	2
Political Science/History Elective	3
MGT1710 Human Resource Management	3
Computer Elective	3
Subtotal	18

Spring Semester	Credit Hours
OST2000 Transcription Skills*	3
OST2080 Business Applications *	3
OST2300 Business Communications II*	3
OST2400 Business Internship I*	3
Science Elective	3-5
PAW1060 Prep for Employment	1
MGT1940 Management Seminar	1
Subtotal	17-19
General Education Credit Hours	18-22
Major & Elective Credit Hours	53
TOTAL PROGRAM CREDIT HOURS	71-75

*Designates courses with prerequisites.

Office Systems Technology

Test-Out Policy

Students should make arrangements with the instructor during registration and take the test during the first week of class.

OST1000 Keyboarding I — 3 credit hours

1. Key 40 wpm for five minutes with no more than two errors.
2. Pass a comprehensive objective exam covering general keyboarding knowledge with 80 percent accuracy.
3. Pass a 30-minute skill test of keying ability with mailable copy.

OST1020 Keyboarding II — 3 credit hours

1. Key 50 wpm for five minutes with no more than two errors.
2. Pass a comprehensive objective exam covering general keyboarding knowledge with 80 percent accuracy.
3. Pass a 30-minute skill test of keying ability with mailable copy.

OST1100 Filing Systems and Records Mgt — 2 credit hours

1. Pass a comprehensive objective exam with 80 percent accuracy.
2. Pass a practical filing exam with 80 percent accuracy.

OST1500 Applied Accounting I — 3 credit hours

Score 80 percent on a comprehensive exam covering applied accounting theory and application as outlined in the latest course outline.

OST2000 Transcription Skills — 3 credit hours

Pass a comprehensive exam with 80 percent accuracy.

OST2400 Business Internship — 3 credit hours

1. Three years full-time, verifiable office experience
2. Sophomore status with 2.0 GPA in administrative office assistant subjects
3. The student must present a letter (resume) to the instructor of the class stating this

experience. A conference will be held with the student. Two members of the department will evaluate the students' experience and consult with the dean for approval of the student's request.

Office Technology Certificate

The Certificate in Office Technology is designed to provide the student with basic skills in general office procedures and computers essential for entry into the business world.

Fall Semester	Credit Hours
CIS1050 Intro to Computers or	
CIS1750 Microcomputer Applications*	3
OST1020 Keyboarding II*	3
OST1080 Ten-Key Numeric Skills	1
OST1100 Filing Systems and Records Management*	2
OST1300 Office Procedures I*	3
OST1400 Business Communications I	3
Subtotal	15

Spring Semester	Credit Hours
CIS2350 Microsoft Word*	3
Communications Elective	3
OST1320 Office Procedures II*	3
OST1500 Applied Accounting I	3
OST2200 Introduction to Business	3
PAW1060 Prep for Employment	1
Subtotal	16

TOTAL CREDIT HOURS **31**

Medical Coding

When a patient receives health care, a record of the observations, medical or surgical interventions, and treatment outcomes is maintained. The record includes information the patient provides concerning his or her symptoms and medical history, examination results, x-ray reports and laboratory tests, diagnoses, and treatment plans.

Accurate medical coding is necessary to secure maximum reimbursement for the healthcare provider and to ensure legal compliance on claims. The Associate of Applied Science Degree in Medical Coding has been designed to provide the student with the knowledge and understanding needed to analyze medical records and assign codes that classify diagnoses and procedures, while applying the principles of professional and ethical conduct.

Students completing the AAS Degree in Medical Coding are prepared for an entry level position in one of the fastest-growing industries. This administrative position assists medical research and reimbursement in a medical office,

hospital, or other health care settings. Medical Coding graduates typically work in physicians' offices, clinics, hospitals, insurance companies, medical billing agencies, and consulting firms.

First Year

Fall Semester

ENG1330 English Comp I*	3
OST1602 Intro to Coding*	3
OST1622 Essentials of A & P for Coders	3
HLT2350 Medical Terminology & Intro to Pathology	3
OST1300 Office Procedures I*	3
OST1000 Keyboarding I	3
Subtotal	18

Spring Semester

ENG1440 Public Speaking	3
MGT1800 Business Math	3
OST1020 Keyboarding II*	3
OST1608 Diagnosis and Proce Coding I*	3
OST1320 Office Procedures II	3
HLT2360 Medical Terminology II*	3
Subtotal	18

Second Year

Fall Semester

OST1400 Business Communication I*	3
Math Elective	3
OST1080 Ten-Key Numeric Skills	1
OST1100 Filing Systems and Record Mgt*	2
Political Science/History Elective	3
OST2602 Diagnosis and Proce coding II*	3
OST1620 Medical Office Procedure	1
OST1640 Medical Software/Elec. Billing	2
Subtotal	18

Spring Semester

OST2610 Medical Transcription Skills*	3
OST2604 Diagnosis and Proce Coding III	3
OST2400 Business Internship I*	3
Human Development Elective	3
PAW1060 Prep for Employment	1
MGT1940 Management Seminar	1
Computer Literacy	3
Subtotal	17

Medical Coding Certificate

The Certificate in Medical Coding is designed to provide the student with the knowledge and understanding needed to analyze medical records and assign codes that classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program should prepare the student for an entry-level position as a medical coder in a hospital, clinic, or other health care facility.

Core Classes:

HLT2350 Medical Terminology & Intro to Pathology	3
HLT2360 Medical Terminology II*	3
OST1000 Keyboarding I	3
OST1080 Ten-Key Numeric Skills	1
OST1100 Filing Systems & Records Mgt*	2
OST1300 Office Procedures I*	3
OST1400 Business Communications I*	3
OST1602 Intro to Coding*	3
OST1608 Diagnosis and Coding I*	3
OST1620 Medical Office Procedures	1
OST1622 Essentials of A & P for Coders	3
OST1640 Medical Software/Electronic Billing	2
OST2602 Diagnosis and Coding II*	3
OST2604 Diagnosis and Coding III*	3
PAW1060 Preparation for Employment	1

Elective Classes:

Communications (Choose 1 course)	3
ENG1330 English Composition I*	
ENG1440 Public Speaking	
ENG1670 Interpersonal Communications I	
Computers (Choose 1 course)	3
CIS1050 Introduction to Computers	
CIS1750 Microcomputer Applications*	
TOTAL CREDIT HOURS	43

* Designates courses with prerequisites.

Child Development

Mineral Area College provides a seamless career pathway for a career in working with young children (age birth to five years). The Child Development program includes a two-tiered approach in training and education. Both tiers are designed to move the student from the One-Year Certificate to the Associate of Applied Science in Child Development.

Note: Preparation for the nationally recognized Child Development Associate credential (CDA) is available in four, three-hour, consecutive eight-week courses beginning each fall semester. All 12 hours transfer into the one-year certificate and/or the AAS degree.

Associate of Applied Science

ECE1000 Intro to Early Childhood Education	3
ECE1020 Guiding Alternatives for Young Children	3
ECE1040 Early Childhood Health, Safety and Nutrition	3
ECE2002 Practicum Classroom Experiences*	4
ECE2020 Emerging Language and Literacy	3
ECE2040 Home, School and Family	3
EDU1300 Child Development	3
EDU2400 Infant/Toddler Methods and Materials*	3
EDU2420 Organization and Management of EC Programs*	3

MGT1710 Human Resource Management	3
PAW1060 Prep for Employment	1
TSA000 Technical Skills Assessment	0
Course Specific Electives (choose 2 courses-see degree plan)	6

General Education Requirements

English (1 oral and 1 written communication course)	6
Human Development (1 social and 1 psychology course).....	6
History/Political Science.....	3
Mathematics (MAT1130 or higher OR MGT 1800 Business Math.....)	3
Physical/Biological Science w/lab	5
Total Credit Hours	65

*Designates course with a prerequisite.

Child Development Certificate (one-year)

ECE1000 Intro to Early Childhood Education	3
ECE1020 Guiding Alternatives for Young Children	3
ECE1040 Early Childhood Health, Safety, and Nutrition	3
ECE2002 Practicum Classroom Experiences*	4
EDU1300 Child Development.....	3
EDU2400 Infant/Toddler Methods and Materials*..	3
EDU2420 Organization and Management of Early Childhood Programs*	3
MGT1710 Human Resource Management	3
PAW1060 Prep for Employment.....	1

General Education Requirements

English (one oral)	3
Human Development (1 social or 1 psychology)	3
Computer (CIS1050, Introduction to Computers, or higher)	3
Total Credit Hours	35

*Designates course with a prerequisite.

Child Development Associate (national) credential

ECE1000 Intro to Early Childhood Education	3
ECE1020 Guiding Alternatives for Young Children	3
ECE1040 Early Childhood Health, Safety and Nutrition	3
ECE1060 CDA Credential Prep.....	3
Total Credit Hours	12

Note: Nine hours of child-related college credit hours provide training and education in working with young Children in a developmentally appropriate child care program. The ECE1060 course is used to prepare the student for the final assessment process required by Washington D.C. Council for Professional Recognition. The student must be working with children in a child care setting or conduct a minimum of five hours per week in an accredited child care program during the acquisition of the CDA.

Civil/Construction Technology

Civil technicians usually work with architects, civil engineers, surveyors, or project engineers as a part of either a design team or field crew. Others are specialists who concentrate on a single activity such as soil testing or wastewater treatment. Construction technicians also work with architects and engineers doing design and drafting work, preparing cost estimates, working as on-site project managers, conducting materials testing and either working for or becoming independent contractors. Job opportunities include, but are not limited to:

- Soil conservation technician — field surveys, lab testing
- State Highway Department — soil and material testing, maintenance
- Manufacturing — factory built modular housing construction
- Lumber yards — estimating materials, sales
- Municipal — water and wastewater plant operators, road and bridge construction and maintenance crews
- Surveyor's Assistant — mine and land boundary
- Architectural Design/Drafting/Estimating
- Structural Design/Drafting/Estimating
- Project Manager
- Supervisor — lumber yards, construction sites
- Environmental Supervisor — utility companies
- Wastewater Plant Supervisor/Operator
- Independent Test Laboratory — materials, products
- Highway Design and Planning

MAJOR AND ELECTIVES:

AGR1430 Introduction To Soils	3
BIO1430 Environmental Science	3
TEC1020 Introduction to Technology	1
TEC1200 Architectural Design & Drafting	3
TEC1260 Topographic & Map Drafting	3
TEC1300 Computer Aided Design / Drafting	3
TEC1330 CAD/D-Special Problems.....	3
TEC1520 Construction Methods & Estimating	3
TEC1540 Surveying I	3
TEC1550 Surveying II	3
TEC1730 Problem Analysis.....	1
TEC1780 Blueprint Reading	3
TEC/EEE Elective.....	3
EEE1500 Basic Electronics	3

EEE1550 Electrical Systems	3
PAW1060 Preparation for Employment.....	1

GENERAL EDUCATION:

Communications Electives	6
Human Development Elective	3
History/Political Science Elective	3
Mathematics Electives.....	6-10
Physical Science Elective.....	6-10

TOTAL CREDIT HOURS 66-74

Computer Aided Design/Drafting Technology

Computer usage in design/drafting requires technicians who are trained in all phases of computer use. With the advent of Computer-Aided Manufacturing (CAM), the drafting technician must also plan drawings to be used for computer numerically controlled machines and other techniques. Graduates in computer-aided design/drafting (CADD) may enter a wide variety of industries which parallel the various engineering fields. These include aerospace, architectural, piping, electrical, electronics, and structural among others. Job opportunities include, but are not limited to:

- Soil Conservation Technician — field surveys, lab testing
- State Highway Department — drafts person
- Manufacturing — drafting
- Lumber yards — preparation of drawings/estimating
- Municipal — facilities drafting
- Surveyor's Office — map preparation/drafting
- Architectural Design/Drafting/Estimating Structural
- Design/Drafting/Estimating
- Aerospace Design/Drafting/Estimating
- Heating/Air Conditioning Design/Drafting
- Map and Topographic Drafting
- Electrical Utilities — drafting
- Highway Design and Planning
- Product Development

MAJOR AND ELECTIVES:

TEC1020 Introduction to Technology	1
TEC1100 Technical Internship.....	3
TEC1200 Architectural Design & Drafting.....	3
TEC1220 Mechanical Design & Drafting	3
TEC1260 Topographic & Map Drafting	3
TEC1300 Computer Aided Design / Drafting	3
TEC1320 Advanced Computer Aided Design	3

TEC1330 CAD/D-Special Problems.....	3
TEC1530 Three-Dimensional Modeling CAD/D....	3
TEC1670 Design & Development I	2
TEC1730 Problem Analysis.....	1
TEC1780 Blueprint Reading	3
EEE1500 Basic Electronics	3
EEE1550 Electrical Systems	3
PAW1060 Preparation for Employment.....	1
TEC/EEE Elective.....	3

GENERAL EDUCATION:

Communications Electives	6
Human Development Elective	3
History/Political Science Elective	3
Mathematics Electives.....	6-10
Physical Science Elective.....	8

Total Credit Hours 67-73

Criminal Justice —Law Enforcement

This program is designed for students who plan to complete an Associate of Applied Science degree in Law Enforcement and work in a career in Police, Deputy Sheriff, Corrections and related services.

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered three directions to choose to obtain employment in criminal justice:

1. They can follow the degree plan as noted below for an AAS in Criminal Justice;
2. They can take a 1,000-hour police academy certification course inside of this degree plan for an AAS in Criminal Justice and become Peace Officer Standards Training (POST) certified in Missouri.
3. They can seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college.

Associate of Applied Science Degree:

CRJ1010 Criminal Justice Internship*	3
CRJ1100 Introduction to Criminal Justice	3
CRJ1200 Criminal Investigations I	3
CRJ1400 Criminal Law*	3
CRJ1500 Criminal Evidence	3
CRJ1600 Juvenile Justice System	3
CRJ1710 Community Policing OR	
CRJ1700 Patrol & Traffic Law	3
CRJ1720 Comparative Crim Just Studies* OR	
CRJ1300 Criminal Investigations II	3
CRJ1800 Introduction to Corrections	3
CRJ1900 Police Administration*	3
CRJ2300 Criminal Justice Career Prep OR	
PAW1060 Prep for Employment.....	1

GENERAL EDUCATION & ELECTIVES:

Communications..... 6
 Human Development..... 3
 History/Political Science 6
 Math 6
 Science.....3-5
 Computer Literacy 3
 Program Electives 6
TOTAL CREDIT HRS..... 64-70

A One-Year Certificate is also available.
 Contact the Department of Public Safety for further information, (573) 518-2148.

Criminal Justice —Forensic Investigation

This program is designed for students who plan to complete an Associate of Applied Science degree in Forensic Investigations and work in a career in investigations, both in law enforcement and the private sector.

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered two directions to choose to obtain employment in criminal justice:

1. They can follow the degree plan as noted below for an AAS in Forensic Investigation;
2. They can seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college.

Associate of Applied Science Degree:

CRJ1010 Criminal Justice Internship* 3
 CRJ1100 Intro to Criminal Justice 3
 CRJ1130 Intro to Forensics 3
 CRJ1200 Criminal Investigations I 3
 CRJ1400 Criminal Law* 3
 CRJ1500 Criminal Evidence 3
 CRJ1520 Criminology..... 3
 CRJ2120 Police Photography 3
 CRJ2140 Forensic Crime Scene Investigation* 3
 CRJ2160 Crime Scene Analysis* 3
 CRJ2300 Criminal Justice Career Prep OR
 PAW1060 Prep for Employment..... 1

General Education & Electives:

Communications (1 written & 1 oral) 6
 Human Development..... 3
 History/Political Science..... 6
 Math 6-10
 PHS1250 Introductory Chemistry..... 5
 Computer Literacy 3
 Program Electives 6
TOTAL CREDIT HOURS 66-70

Criminal Justice — Judicial Administration

This program is designed for students who plan to complete an Associate of Applied Science

degree in Judicial Administration and work in a career of Court Administration, Court Clerk, and related services.

A four-year degree is strongly advised for students interested in working for the federal government. Students are offered two directions to choose to obtain employment in criminal justice:

1. They can follow the degree plan as noted below for an AAS in Judicial Administration;
2. They can seek the advice of their advisor to put them on a path for a bachelor's degree from a four-year college.

Associate Of Applied Science Degree:

CRJ1100 Intro to Criminal Justice 3
 CRJ1170 Intro to Courts 3
 CRJ1400 Criminal Law* 3
 CRJ1440 Criminal Court Process & Issues* 3
 CRJ1500 Criminal Evidence 3
 CRJ1540 Criminal Procedures..... 3
 CRJ 2200 Ethics for Legal Professionals..... 3
 CRJ2300 Criminal Justice Career Prep OR
 PAW1060 Prep for Employment..... 1
 CRJ2800 Criminal Justice Capstone 1
 CIS1150 Technology for the Law Office 3
 MGT1350 Business Info System for Court Admin.. 3
 MGT1710 Human Resource Mgt..... 3
 MGT2660 Supervision:Mid-Mgt..... 3
 OST1500 Applied Accounting I 3
 OST1520 Applied Accounting II* 3

General Education & Electives:

Communications..... 6
 Human Development..... 3
 History/Political Science..... 6
 Math 3-5
 Science.....3-5
 Program Elective 3
TOTAL CREDIT HOURS65-69

Missouri Department of Corrections

Missouri Department of Corrections Custody and Non-Custody staff may receive college credit from MAC for training completed with the Department of Corrections. Credits earned through the Department of Corrections training will apply to the college's AAS degree program in Criminal Justice. For information regarding eligibility, please contact the Eastern Region Training Center at (573) 218-6171 or the MAC Career & Technical Education dean's office at (573) 518-2157.

Electronics Technology

One of the biggest reasons for recent rapid changes in engineering and technology is the widespread use of electronic devices. Many of the

new industries and service-related occupations rely heavily on electronics. Industries such as automobile manufacturing have been changed by new uses of microprocessors and other electronic devices. In addition, electrical demands have been growing both in residential and industrial construction. Skilled technicians are needed to insure safe, efficient installations in accordance with the National Electrical Code. There is a growing need for technicians who can maintain both electrical and electronics equipment. Students at MAC gain practical “hands-on” experience along with a solid background of theory. Job opportunities include, but are not limited to:

- Electrical Estimating
- Hospital Instrumentation Maintenance
- Manufacturing — automobile electronics
- Municipal — facilities maintenance
- Small Appliance Repair
- Aerospace Applications
- Biomedical Instrumentation
- Computer Maintenance
- Electronics Drafting
- Process Instrumentation
- Robotics
- Telecommunications

MAJOR AND ELECTIVES:

TEC1020 Introduction to Technology	1
TEC1730 Problem Analysis.....	1
TEC1780 Blueprint Reading	3
EEE1500 Basic Electronics	3
EEE1550 Electrical Systems	3
EEE1580 Practical Electronics I.....	3
EEE1600 Practical Electronics II.....	3
EEE1910 Electronic Servicing.....	3
EEE2000 Solid State Electronics.....	3
EEE2020 Basic Soldering Techniques.....	2
EEE2040 Digital Electronics I	3
EEE2060 Digital Instrument Electronics	3
TEC1300 Computer Aided Design/Drafting	3
TEC1100 Technical Internship.....	3
PAW1060 Preparation for Employment.....	1

GENERAL EDUCATION:

Communications.....	6
Human Development.....	3
History/Political Science.....	3
Mathematics	6-10
Physical Science	8-10
TOTAL CREDIT HOURS	64-70

Fire Science Technology

Since 1999, MAC, through its Fire and Rescue Academy, has offered an Associate of Applied Science Degree and One-Year Certificate in Fire

Science Technology. This degree or certificate program makes use of classroom instruction and practical skill demonstrations conducted at the Multi-Use Training Site on the Park Hills campus. This state-of-the-art facility lets students participate in training that requires them to connect academic instruction to real-world situations, to develop critical problem-solving skills.

Associate Of Applied Science Degree:

FST1050 Firefighter Technology	12
FST1330 Ropes and Rappelling	1
FST1390 Natural Cover Fires.....	1
FST1520 Vehicle Extrication-Passenger.....	1
FST2130 Intro to Fire Inspection	2
FST2140 Tech Principles Fire Prevention	3
FST2320 Incident Command System Basic.....	1
FST2330 Incident Command System Interm	1
FST2350 Incident Command System Adv	1
FST2400 Hazardous Materials Operations.....	2
FST2420 Hazardous Materials Awareness.....	1
FST2520 Fire Officer I*	3
HLT1770 First Responder.....	3
MGT1940 Management Seminar	1
PAW1060 Preparation for Employment.....	1

General Education & Electives:

CIS1050 Intro to Computers* or Higher	3
ENG1330 English Comp I*	3
ENG1440 Public Speaking	3
Math Elective.....	3
Physical Education Elective	1
POS1180 Political Systems	3
SOC1130 General Sociology	3
Additional Electives	11
TOTAL CREDIT HOURS	64

A One-Year Certificate is also available. Contact the Department of Public Safety for further information, (573) 518-2148.

*Designates courses with prerequisites
 •Additional course options available.

Horticulture

The need for horticulture operations technicians has been indicated by employers within the region. Concern has further been expressed regarding the lack of local educational services and training in this field. MAC is now offering the Horticulture Services Operation Technology AAS degree with options for specialized training and certificates to aid in developing employees for this field.

Associate of Applied Science

**with Options
 Program Core**

HRT1010 Introduction to Horticulture	5
HRT1030 Math for Horticulture	3
HRT1070 Plant Propagation.....	3

HRT2170 Horticulture Maintenance*	3
HRT1150 Applied Plant Pest Management	3
AGR1430 Introduction to Soils	3
HRT2510 Hort Internship I*	3
HRT2530 Hort Internship II*	3
AGR1800 Ag Leadership & Employment	1
AGR2100 Ag Industry Seminar*	1
Total Core Hours	28

General Education Requirements

Communications	6
Human Development	3
History/ Political Science	3
Mathematics	3-5
Science (BIO1250 Gen Botany)	5
Computer Literacy	3
Total Gen Ed Hours	23-25

Horticulture Electives

(Select desired option below):

Landscape Design/Greenhouse Nursery Management Option –

HRT1050 Herbaceous Landscape Plants	3
HRT1092 Woody Plants	3
HRT1210 Intro to Turfgrass Management	3
HRT2092 Landscape Design	3
HRT2210 Greenhouse/Nursery Management*	3
HRT/BUS Elective	3
Total Elective Hours	18

Turfgrass Management Option –

HRT1050 Herbaceous Landscape Plants	3
HRT1092 Woody Plants	3
HRT1210 Intro to Turfgrass Management	3
HRT2310 Golf Course Management*	3
HRT2350 Turfgrass Equipment*	3
HRT/BUS Elective	3
Total Elective Hours	18

Ornamental Horticulture Option –

Choose 6 additional Horticulture Courses 18

Horticulture Services Operations Technology Certificate

AGR1430 Introduction to Soils	3
AGR1800 Ag Leadership & Employment	1
AGR2100 Ag Industry Seminar	1
HRT1010 Introduction to Horticulture	5
HRT1030 Math for Horticulture	3
HRT1050 Herbaceous Landscape Plants	3
HRT1070 Plant Propagation*	3
HRT1330 Plants for Interior Design	3
HRT2210 Greenhouse/Nursery Mgt*	3
Bus/Mgt Elective	3
Communications	3
Computer Literacy	3
TOTAL CERTIFICATE CREDIT HOURS	34

*Designates courses with prerequisites.

Floral Design/Flower Shop Management Certificate

Need has been expressed for more qualified graduates in all areas of horticulture. Increasing numbers of floral shops are seeking qualified employees to serve the needs of consumer demands. These needs will be met by students obtaining a certificate in floral design. Additionally, management opportunities exist for certified students in many areas of the floriculture industry.

AGR1800 Ag Leadership & Employment	1
AGR2100 Ag Industry Seminar	1
HRT1010 Introduction to Horticulture	5
HRT1030 Math for Horticulture	3
HRT1050 Herbaceous Landscape Plants	3
HRT1310 Floral Design I	3
HRT1330 Plants for Interior Design	3
HRT2010 Floral Design II*	3
MGT2030 Advertising & Sales Promotion	3
CIS1750 Micro Applications*	3
Business Elective	3
Communications	3
TOTAL CERTIFICATE CREDIT HOURS	34

*Designates courses with prerequisites.

Industrial Maintenance

To meet the increasing need for maintenance technicians in industry, the AAS in Industrial Maintenance was developed. Students graduating with this degree can become competent employees in high demand maintenance fields. In addition to the general education requirements of the AAS, students will complete courses in the following major and elective areas.

Mechanical 9

(This is only a selection of possible courses. Other mechanical courses will be accepted as meeting the 9-hour requirement.)

TEC1300 Computer Aided Design/Drafting	3
TEC1780 Blueprint Reading	3
TEC1000 Machine Shop I	6
TEC1160 Machine Shop II*	6
TEC1560 Manufacturing Processes & Estimating	3
TEC1520 Construction Methods and Estimating	3
TEC1720 Mechanisms*	3

Electrical 9

(This is only a selection of possible courses. Other electrical courses will be accepted as meeting the nine-hour requirement.)

EEE1500 Basic Electronics	3
EEE1550 Electrical Systems	3
EEE1580 Practical Electronics I, Motors and Generators*	3

Electronics 9

(This is only a selection of possible courses.)

Other electronics courses will be accepted as meeting the nine-hour requirement.)
 EEE2000 Solid State Electronics* 3
 EEE2060 Digital Instrumentation Electronics* 3
 EEE1970 Programmable Logic Controllers* 3
 TEC1770 Computer Numerical Control* 3

Power 7-8

(This is only a selection of possible courses. Other power courses will be accepted as meeting the 7- to 8-hour requirement.)
 Choose six hours from the power area.
 TEC2030 Basic Fluid Power 3
 TEC1070 Unified Technical Concepts I* 4
 TEC1080 Unified Technical Concepts II* 4

Manufacturing 6

(This is only a selection of possible courses. Other manufacturing courses will be accepted as meeting the six-hour requirement.)
 TEC1560 Manufacturing Processes and Estimating 3
 TEC1640 Environmental Analysis 3
 MGT1730 Safety Management 3
 MGT1310 Project Management* 3
 MFG1050 Supply Chain Mgt. and Distribution 3
 MFG1030 Introduction to Quality Theory 3
 TEC1580 Quality Cont. and Testing Fundamentals 3
 MFG1000 Principles of Maintenance 3

Electives 4-6 HOURS

Choose four hours from the following list or other courses as appropriate for individual program plans.
 TEC1730 Problem Analysis 1
 EEE1600 Practical Electronics II* 3
 EEE1710 National Electric Code* 3
 TEC1100 Technical Internship* 3
 Work Experience
GENERAL EDUCATION 24-30
MAJOR AND ELECTIVES 45-50
TOTAL CREDIT HOURS 69-80

*Designates prerequisites for the course.

Industrial Maintenance Certificate Option

Program Core
 PAW1060 Prep for Employment 1

Electronics Electives 6-8

Choose from the following:
 EEE2000 Solid State Electronics* (3)
 EEE2060 Digital Instrumentation Electronics* (3)
 EEE1970 Programmable Logic Controllers* (3)
 TEC1770 Computer Numerical Control* (3)

Manufacturing Electives 6

Choose from the following:
 MFG1000 Principles of Maintenance (3)

MFG1030 Introduction to Quality Theory (3)
 MFG1050 Supply Chain Mgt. and Dist. (3)
 MGT1310 Project Management* (3)
 MGT1730 Safety Management (3)
 TEC1560 Manufacturing Processes and Estimating (3)
 TEC1580 Quality Control & Testing Fundamentals (3)
 TEC1640 Environmental Analysis (3)

Power Electives 7-8

Choose from the following:
 TEC1070 Unified Technical Concepts I* (4)
 TEC1080 Unified Technical Concepts II* (4)
 TEC2030 Basic Fluid Power (3)

General Education

Communications 3
 Human Development 3
 Mathematics 3-5
 Computer Literacy 3

PROGRAM CORE 20-23

GENERAL EDUCATION 12-14

TOTAL CREDIT HOURS 32-37

Machine Tool Technology

Survey data collected by the Regional Technical Education Council indicated there would be an increased demand for employees with computer, automation and robotics, CNC, and PLC skills in the future. These are all skills that will be acquired through the AAS in Machine Tool Technology. In addition to the general education requirements of the AAS, students will complete courses in the following major and elective areas.

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

TEC1000 Machine Shop I 6
 TEC1100 Technical Internship * 3
 TEC1160 Machine Shop II* 6
 TEC1300 Computer Aided Design/Drafting 3
 TEC1320 Advanced Computer Aided Design/Drafting* 3
 TEC1390 Machine Shop III* 6
 TEC1430 Machine Shop IV* 6
 TEC1770 Computer Numerical Control* 3
 TEC1790 Basic Numerical Control Programming .. 3
 TEC1800 Advanced Computer Numerical Control* 3
 TEC1810 Numerical Control Planning & Tooling* .. 2
 MGT1940 Management Seminar 1
 PAW1060 Preparation for Employment 1
Major and Support Areas for AAS Degree 43
General Education for AAS Degree 24-30
Total Hours for AAS Degree 67-73

Machine Tool Technology Certificate

TEC1000 Machine Shop I 6
 TEC1160 Machine Shop II* 6

TEC1300 Computer Aided Design/Drafting 3
 TEC1320 Adv Computer Aided Design/Drafting* ... 3
 TEC1790 Basic Numerical Control Programming.. 3
Major and Support Courses..... 21
General Education 15-19
Total Hours for Certificate.....36-40

Manufacturing Supervision Technology

Regional employers have expressed an increasing need for employees who have the skills necessary to become competent supervisors. Employers in all industries express this need for employees with excellent communication and interpersonal skills, supervision and management skills, as well as a good technical foundation.

In addition to the general education requirements of the AAS, students will complete the following major and elective courses:

BUSINESS/MANAGEMENT ELECTIVES 15
 Choose from the following:
 BUS2330 Marketing (3)
 BUS2530 Legal Environment of Business (3)
 MGT2064 Cost Accounting* (3)
 MGT1190 Financial Accounting (3)
 MGT1300 Organizational Analysis and Management (3)
 MGT1310 Project Management* (3)
 MGT1710 Human Resource Management (3)
 MGT1730 Safety Management (3)
 MGT2660 Supervision: Middle Management* (3)

MANUFACTURING ELECTIVES 15
 Choose from the following:
 TEC1350 Introduction to Robotics (3)
 TEC1500 Plant Layout (3)
 TEC1560 Manufacturing Processes and Estimating (3)
 TEC1580 Quality Control & Testing Fundamentals (3)
 TEC2030 Basic Fluid Power (3)
 TEC1810 Numerical Control Planning & Tooling* (2)

TECHNOLOGY ELECTIVES 12
 Choose from the following:
 CIS1620 A+ Computer Maintenance* (3)
 EEE1500 Basic Electronics (3)
 EEE1550 Electrical Systems (3)
 TEC1300 Computer Aided Design/Drafting (3)
 TEC1320 Advanced CADD* (3)
 TEC1530 3-D Modeling* (3)

EMPLOYMENT COURSES* 2

MGT1940 Management Seminar (1)
 PAW1060 Preparation for Employment (1)
*Two credit hours in the employment area are waived for currently employed supervisors and long-term employees.

GENERAL EDUCATION
 Communications..... 6
 Human Development..... 3
 History/Political Science..... 3
 Mathematics 6-10
 Physical Science 8-10

MAJOR AND ELECTIVES42-44
GENERAL EDUCATION26-32
TOTAL CREDIT HOURS 70-76

Manufacturing Supervision Technology Certificate

MAJOR AND ELECTIVES:
 MGT1940 Management Seminar 1
 CIS1050 Intro to Computers or
 CIS1750 Microcomputer Applications* 3
ORGANIZATIONAL BEHAVIOR AND MGT 6
 Choose two courses from the following:
 BUS2330 Marketing (3)
 BUS2530 Legal Environment of Business (3)
 MGT2064 Cost Accounting (3)
 MGT1190 Financial Accounting (3)
 MGT1300 Organizational Analysis and Management (3)
 MGT1310 Project Management* (3)
 MGT1710 Human Resource Management (3)
 MGT1730 Safety Management (3)
 MGT2660 Supervision: Middle Management* (3)

MANUFACTURING 6
 Choose two courses from the following:
 TEC1350 Introduction to Robotics (3)
 TEC1500 Plant Layout (3)
 TEC1560 Manufacturing Processes and Estimating (3)
 TEC1580 Quality Control & Testing Fundamentals (3)
 TEC2030 Basic Fluid Power (3)
 TEC1810 Numerical Control Planning & Tooling (2)

TECHNOLOGY 3
 Choose one course from the following:
 CIS1620 A+ Computer Maintenance (3)
 EEE1500 Basic Electronics (3)
 EEE1550 Electrical Systems (3)
 TEC1300 Computer Aided Design/Drafting (3)
 TEC1320 Advanced CADD* (3)
 TEC1530 3-D Modeling* (3)

GENERAL EDUCATION:

Communication	3
Human Development.....	3
Mathematics.....	3-5
Physical Science	4-5

MAJOR AND ELECTIVES 19

GENERAL EDUCATION 13-16

TOTAL CREDIT HOURS 32-35

*Designates courses with prerequisites.

Manufacturing Technology

The Manufacturing Technology program allows students to specialize in any of the following major divisions: management, production, and personnel. Management is concerned with the planning, organization, and overseeing of the work. Production deals with the actual making of goods, while personnel is centered on the hiring, firing, training, advancement, and, particularly today, the retraining of workers. Students receive training in designing manufactured goods, engineering the product, making working drawings, planning production, and estimating costs. In addition, new advances in robotics, computer-aided manufacturing, and process control systems are integrated into both "hands-on" and theory classes. Job opportunities include, but are not limited to:

- Quality Control Technician
- Safety Specialist
- Time Measure Analyst
- Plant Layout Technician
- Industrial Maintenance
- Robotic Programmer
- Production Supervisor
- Plant Engineering Technician
- Methods Analyst
- Process Instrumentation
- Product Development
- CADD/CAM

MAJOR AND ELECTIVES:

TEC1020 Introduction to Technology	1
TEC1300 Computer Aided Design/Drafting	3
TEC1350 Introduction to Robotics	3
TEC1500 Plant Layout.....	3
TEC1560 Mfg. Process & Estimating	3
TEC1580 QC & Testing Fundamentals	3
TEC1720 Mechanisms*	3
TEC1730 Problem Analysis.....	1
TEC1770 Computer Numerical Control*	3
TEC1780 Blueprint Reading	3
TEC1810 Numerical Control Planning & Tooling....	2
TEC2030 Basic Fluid Power	3

EEE1500 Basic Electronics	3
EEE1550 Electrical Systems	3
PAW1060 Preparation for Employment.....	1

GENERAL EDUCATION:

Communications.....	6
Human Development.....	3
History/Political Science.....	3
Mathematics	6-10
Physical Science	8

TOTAL CREDIT HOURS 65-71

*Designates courses with prerequisites.

Renewable Energy Technology Degree

This program was designed for students who plan to complete an Associates of Applied Science degree in Renewable Energy and work in a career in Wind, Solar, or Biomass energy production. Recent accelerated expansion of these three disciplines has increased demand for qualified technicians to install, operate, and maintain the equipment. Graduates in the Renewable Energy field may enter a wide variety of industries and careers. These careers include Renewable Energy Technician, Sustainability Specialist, Weatherization Technician, Green Diesel Technician, Solar/ Photovoltaic Installer, Wind Turbine Maintenance Technician, or Bioprocessing Technician.

Major and Electives:

Major:

AGR1230 Plant Science	
or HRT1010 Intro to Horticulture	5
AGR1800 Ag Leadership	
or PAW 1060 Prep for Employment.....	1
EEE1550 Electrical Systems*.....	3
PHS 1210 Chemistry of Alternative Energy*	5
RET1000 Introduction to	
Renewable Energy Technology.....	3
RET1020 Instrumentation Principles.....	3
RET1040 Industrial Safety and Sanitation	3
RET2000 Bioprocess Practices*	3
RET2020 Solar Energy Systems*	3
RET2040 Wind Energy Systems*	3
TEC1780 Blueprint Reading	3
Total Credit Hours	35

Electives: (any 12 hours)

AGR2200 Agriculture Internship I	3
EEE 1970 Programmable Logic Controllers*	3
HRT2172 Crop Science.....	3
HRT2174 Biomass and Feedstock	3
HRT2510 Horticulture Internship I.....	3
MGT 2660 Supervision Mid-Management.....	3
MFG 1060 Manufacturing Equipment	

Maintenance & Operations.....	3
TEC1100 Technology Internship I	3
TEC1220 Mechanical Design*.....	3
TEC1720 Mechanisms*	3
TEC2030 Basic Fluid Power	3
Total Credit Hours	12

General Education:

Communications (1 written, 1 oral).....	6
Computer.....	3
History/Political Science.....	3
Mathematics.....	3
BIO 1430 Environmental Science	3
Total Credit Hours	18
Total Credit Hours for AAS	65

Renewable Energy Technology Certificate

This certificate program was designed for students who do not plan to complete an Associates of Applied Science degree in Renewable Energy and work in a career in Wind, Solar, or Biomass energy production. This certificate was designed for someone already in the Renewable Energy field but needed additional training or certification to enhance their careers.

Major and Electives:

Major:

RET1000 Introduction to Renewable Energy Technology	3
RET1020 Instrumentation Principles.....	3
RET1040 Industrial Safety and Sanitation	3
RET2000 Bioprocess Practices*	3
Total Credit Hours	12

Computer Literacy:

CIS 1050 Intro to Computers or CIS 1750 Microcomputer Applications	3
Total Credit Hours for Certificate	15

Skilled Trades

The Associate of Applied Science in Skilled Trades Technology is specifically designed for the student already in the workforce, accepted into an approved DOL apprenticeship program, and making progress toward earning a journeyman's license. This degree provides an important link in assisting employers in the technician preparation delivery system.

In addition to the general education requirements of the AAS, students will complete courses in the following areas.

Skilled Trades Technology 37 Hours

Up to 37 hours of credit can be earned through completion of different Department of Labor and

Bureau of Apprenticeship and Training programs. The apprenticeship programs must consist of at least the equivalent of 37 credit hours total. These 37 total credit hours can be made up of a combination of classroom and on-the-job training. Each credit hour of classroom credit must consist of at least 750 minutes of instruction; each credit hour of on-the-job or laboratory training must consist of at least 1500 minutes of training.

For example, the carpentry apprenticeship option consists of 160 hours of classroom training for each of the four years of the program; in addition the carpentry option consists of 750 hours of on-the-job training for each of the four years. Therefore, the classroom training translate to 640 clock hours of instruction or approximately 17 college credit hours. The on-the-job training equals a total of 3,000 hours of laboratory work or 40 college credit hours. The carpentry apprenticeship program would be equivalent to 57 hours of credit at the college level. MAC agrees to accept the carpentry apprenticeship training component as satisfying the technical or major component of the AAS in Skilled Trades Technology. The same procedure would be used to grant MAC credit for other DOL approved trade apprenticeship programs.

Career Center Partnerships: Associate Of Applied Science Degrees & Certificates

MAC has partnered with four area career and technology centers to offer associate of applied science degree and certificate programs. Technical courses for these degrees are delivered at the Arcadia Valley Career Technology Center, Cape Girardeau Career and Technology Center, Perryville Area Career and Technology Center, and UniTec Career Center in Bonne Terre. Students will receive general education courses on the MAC campus or any of the satellite campuses. Please contact the Career Connections office at (573) 518-2155 for more information on these degrees.

Course Descriptions

The letters in the course abbreviations indicate subject areas. The courses are listed in alphabetical order by subject area prefix.

Academic Transfer Courses

Abbreviations	Subject Area	Page Number
ART	Art	89
BIO	Biological Sciences	90
BUS	Business Administration & Economics	91
CIS	Computer Information Systems	91
COM	Communications	93
CSC	Computer Science	94
EDU	Education	96
EGN	Engineering	97
ENG	English/Communications	97
GEO	Geography	100
GUI	Guidance	100
HIS	History	100
IDS	Interdisciplinary Studies	102
MAT	Mathematics	102
MFL	Modern Foreign Language	103
MSC	Music	105
PED	Physical Education	112
PHI	Philosophy	113
PHS	Physical Science	113
PHY	Physiology & Health	114
POS	Political Science	114
PSY	Psychology	114
SOC	Sociology	116
SWK	Social Work	116
THE	Theatre	118

Career & Technical Courses

Abbreviations	Subject Area	Page Number
ADN	Associate Degree Nursing	88
AGR	Agri-Business	88
CIS	Computer Information Systems	91
CRJ	Criminal Justice	93
DCS	Deaf Communication Studies	94
ECE	Early Childhood Education	95
EEE	Electrical/Electronics Technology	96
FST	Fire Science Technology	98
HLT	Health Related Technology	101

HRT	Horticulture	101
MFG	Manufacturing	103
MGT	Management	104
NUR	Practical Nursing	108
OST	Office Systems Technology	109
PAR	Paramedic Technology	110
PAW	Personal Awareness	112
RDL	Radiology	115
RET	Renewable Energy Technology	116
TEC	Technology	117

So that students may plan ahead, the semester(s) in which some courses are normally offered has been indicated after the course title or at the end of the course description. If no semesters are indicated, the course is normally offered during the regular academic year. A course description stating "offered on demand" means these classes will not be offered for one or two students; there must be sufficient interest to warrant a class on a regular schedule.

Students should contact the appropriate division dean for a projected schedule of their course offering. Please check the prerequisites for the advanced courses. Courses in this catalog are subject to change without notice.

Course Levels

0010-0990 —

Remedial/developmental courses

1000-2990 —

Freshman/Sophomore level courses

Lecture/Laboratory Hours

Parenthesis indicate the number of clock hours a course meets each week throughout the semester. For example, (3-2) indicates a course meets three lecture hours and two lab hours per week.

Honors

Readings in Honors and Research in Honors may be offered in a department. Consult Honors Director for current offerings.

ASSOCIATE DEGREE NURSING

ADN1420 _____ (Arr.) 3 cr. hrs.
LPN-ADN Transition (Bridge)

Prerequisite: Valid LPN license and acceptance into Advanced Placement Program.

This course is offered in the summer semester and addresses the transition in the roles from LPN to RN with comparisons and differences in responsibility and accountability to the patients.

Other topics addressed in the course include therapeutic communication, nursing process, nursing diagnosis, physical assessment skills, drug calculation review, aspects of critical thinking, and roles of the RN under the Nurse Practice Act. Assignments include case studies for developing nursing diagnoses, completing a health history assessment and demonstrating physical assessment skills by performing a head to toe assessment.

ADN1422 _____ (3.0) 3 cr. hrs.
Paramedic to RN Transition

Prerequisite: CIS1050 (Introduction to Computers) or CIS1750 (Microcomputer Applications) is strongly recommended and access to high-speed Internet is mandatory (MAC offers computer access). Student must have basic computer and internet skills. Must hold a current Missouri or NREMT Paramedic license and be accepted into the Paramedic to RN Bridge Program. Instructor approval required.

Nursing knowledge, skills, and abilities are enhanced and developed at each practice level. The bridge course addresses the transition from the Paramedic role to the RN role. Some of the role concepts examined include: care provider, manager of care, and membership in the discipline of nursing.

ADN1450 _____ (Arr.) 6 cr. hrs.
Fundamentals of Nursing

Prerequisite: Acceptance into the ADN Program.

This course is constructed to enable beginning nursing students to synthesize the many complex physiologic and psychosocial concepts that support comprehensive nursing care. Nursing skills are presented in the order in which they are likely to be encountered in the health care setting. Skills labs and simulations are conducted prior to clinicals. Eight clinical hours are scheduled weekly in the last half of the semester.

ADN1460 _____ (Arr.) 4 cr. hrs.
Maternity Nursing

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

The course provides instruction and clinical

practice in meeting the physiologic, psychologic, and adaptation of the mother and family to pregnancy. Emphasis is on the normal with deviations from the normal. Applications of knowledge in normal growth and development, normal nutrition, and medications in integrated obstetrical care centers, clinics, and obstetricians offices are utilized. Eight clinical hours are scheduled weekly in the last half of the term.

ADN1480 _____ (1-0) 1 cr. hr.
Contemporary Nursing

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

A course designed to give the nursing student an overall view of the nursing profession from historical events that influenced nursing to the present day image, as well as the legal, ethical, political and on-the-job issues confronting today's nurse. Communication in the workplace, time management, writing an effective resume, developing a professional portfolio, interviewing tips, employee benefits, and self-care strategies will be addressed. Student presentations and group discussions will help the transition from nursing student to effective entry-level nursing practice.

ADN1490 _____ (Arr.) 10 cr. hrs.
Medical-Surgical Nursing I

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

This course provides the nursing student opportunity to learn how to observe and assess signs and symptoms of hospitalized patients through use of the nursing process. Emphasis is placed on the pathophysiology underlying any disease conditions and applies principles from the biological, physical, social, behavioral, medical and nursing sciences in the care of these patients. Includes lecture and clinical components.

ADN1500 _____ (Arr.) 6 cr. hrs.
Medical-Surgical Nursing II

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

This is a continuation of Medical-Surgical Nursing I. Emphasis is placed on managing the care of a group of patients. This course also integrates techniques of nursing leadership and delegation to unlicensed assistive personnel. Includes lecture and clinical components.

ADN1510 _____ (1-0) 1 cr. hr.
Clinical Pharmacology

Prerequisite: Grade of "C" or above in sequential nursing and science courses.

This course is designed to introduce the student to common characteristics of various drug classification and each prototype drug within the group.

This class presents relevant information about current medications by showing the reasoning behind the ways in which drugs of different classes are used in treating patients with various disorders. Emphasis is on drugs of the autonomic nervous system, cardiovascular system, respiratory system, and the central nervous system.

ADN1570 _____ (1-0) 1 cr. hr.
Basic Pharmacology

Prerequisite: Acceptance into the ADN Program.

This course is an introduction to the administration of medicine. Basic information concerning the various pharmaceutical names and preparations, their administration techniques, and nursing implications will be given. Emphasis in the class is upon calculations used in the administration of medicine. Medication practicum required prior

to clinicals. This must be taken concurrently with Fundamentals of Nursing.

ADN1610 _____ (Arr.) 5 cr. hrs.
Nursing of Children

Prerequisite: Grade of "C" or above in sequential nursing and science courses and Human Growth and Development.

This course is designed to provide instruction and clinical practice in meeting the needs of the child and family from infancy through adolescence. Principles and theories of child development as well as culture, experience, and nutritional influences are integrated.

Focus is placed on acute and chronic illness, hospitalization effects, congenital abnormalities, and nursing care specific to particular age groups and health problems.

ADN1630 _____ (Arr.) 4 cr. hrs.
Mental Health Nursing

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

This course is designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychopharmacology, medical treatments, nursing interventions and milieu management. This course is intended to provide fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The role that emotions and stress play in the behavior of the client and client's family are emphasized to give the student a better understanding of behavior and provide a useful framework for planning and providing nursing care in any health care setting. Hospital-based and community-based mental health clinical experience is included.

ADN1640 _____ (3-0) 3 cr. hrs.
Therapeutic Nutrition

Prerequisite: Grade of "C" or above in sequential nursing and science classes.

This course provides the student with the basic foundation of nutrition and adaptation of diets to meet individual needs. Included are nutrients and dietary sources necessary for maintaining good health, and alterations required in diets of individuals who have specific disease processes.

AGRI-BUSINESS

AGR1120 _____ (5-2) 5 cr. hrs.
Animal Science (fall)

An overview of the biological principles of animal science including reproduction, genetics, nutrition, lactation, consumer products, and others.

Field trips to emphasize techniques in artificial insemination and processing of animal products supplement weekly laboratory activities. A study of animal diseases and public health along with current issues in animal science is covered.

AGR1230 _____ (5-2) 5 cr. hrs.
Plant Science (spring)

A comprehensive introduction to plant science covering plant physiology, biochemistry, and genetics and the major environmental factors that affect plants.

Manipulation of plants by various techniques of propagation, both sexual and asexual, including new methods in areas such as tissue culture in plant cloning and hydroponics are introduced. A brief overview of major world crops and their contributions to our needs for food and fiber is provided.

**AGR1420 _____ (5-2) 5 cr. hrs.
Soils (fall)**

Prerequisite: PHS1250 or above chemistry (for transfer students only).

A scientific approach to the concepts of soil formation, classification, and soil characteristics such as biological and reactive properties. Essential macro and micro nutrients and their management are covered. Issues such as soil erosion and chemical pollution are explored and geographic information about soils are presented.

**AGR1430 _____ (3-0) 3 cr. hrs.
Introduction to Soils (fall)**

A course designed to develop an understanding of the basics of soil development, classifications, management, fertility, testing, and origins as related to plant growth. Practical application of soil science principles and soil management is stressed.

**AGR1460 _____ (3-0) 3 cr. hrs.
Equine Science and Management (spring)**

An introductory course to equine science and management designed to provide a basic core of information necessary for success in equine-related occupations. The course will prepare students for managing small one- or two-horse facilities, as well as provide them with a sound foundation for advanced equine education programs.

**AGR1480 _____ (3-0) 3 cr. hrs.
Advanced Equine Science and Management (spring)**

Prerequisite: AGR1460 or instructor consent.

An advanced course to AGR1460, designed to provide students with a greater understanding of how to successfully manage and care for an equine business with a large number of horses. This course will provide instruction in successful breeding, marketing, raising and caring for horses, and will prepare students for a career in the equine industry. Students are expected to possess basic skills and conceptual techniques of equine science and management.

**AGR1550 _____ (3-0) 3 cr. hrs.
Livestock Production (fall)**

A course designed to develop skills necessary to successfully manage a livestock enterprise. Emphasis will be placed on selection, reproduction, housing, and environment management. Breeds and enterprise selection and the economics of beef, dairy, swine and sheep are covered.

**AGR1650 _____ (3-0) 3 cr. hrs.
Agriculture Credit & Finance (spring)**

Prerequisite: Sophomore standing or instructor consent.

A survey of the principles, concepts and functions of credit and finance as related to agriculture.

**AGR1700 _____ (3-0) 3 cr. hrs.
Farm Management (spring)**

Principles and decision making tools applied to practical farm problems. Budgeting, break even analysis, farm records, capital use, investment decision, size and taxes are among topics discussed.

**AGR1720 _____ (3-0) 3 cr. hrs.
Agriculture Chemicals (spring)**

Prerequisite: Sophomore standing or instructor consent.

A course designed to develop a thorough understanding of agricultural chemicals, including fertilizers and pesticides. Disease and insect control will be introduced. Proper application methods and safety will be stressed.

**hAGR1770 _____ (1-0) 1 cr. hr.
Contemporary Agriculture Issues I**

Prerequisite: Sophomore standing or instructor consent.

A course designed to explore current agricultural issues, policies, legislation, or programs. It will provide a vehicle to present a knowledge base that is current with ever-changing technology and related action.

**AGR1790 _____ (1-0) 1 cr. hr.
Contemporary Agriculture Issues II**

Prerequisite: AGR1770.

A course designed to explore current agricultural issues, policies, legislation, or programs. It will provide a vehicle to present a knowledge base that is current with ever-changing technology and related action.

**AGR1800 _____ (1-0) 1 cr. hr.
Agriculture Leadership and Employment (fall)**

A course designed to provide agriculture students with opportunities for individual growth, leadership and career preparation. Students will survey individuals currently working in an area of agriculture in which the student is interested in pursuing a career. From the survey the students will prepare a career plan including long- and short-term goals, training and work experience, and leadership and human relations skills. The class requires the students to prepare a resume, cover letter, follow-up letter and employment application form. Students will also participate in a mock interview.

**AGR2100 _____ (1-0) 1 cr. hr.
Agriculture Industry Seminar (fall)**

Prerequisite: AGR1800.

This course is designed to prepare students to enter the agriculture industry. Special emphasis will be given to determining the competencies necessary for employment in specific areas of agriculture. Career progress goals and critical thinking skills that can be implemented in agricultural occupations will be developed. Students will develop an individual career plan and prepare a resume that complements the plan.

**AGR2200 _____ (Arr.) 3 cr. hrs.
Agriculture Internship I**

Prerequisite: Sophomore standing or instructor consent.

Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at internship site. A training plan will be written for each student. Periodic visits will be made by instructor for conferences with the student and employer.

**AGR2250 _____ (Arr.) 3 cr. hrs.
Agriculture Internship II**

Prerequisite: AGR2200.

Supervised on-the-job training in selected agricultural business and industry coordinated by the College. Student will spend 90 clock hours at internship site. A training plan will be written for each student. Periodic visits will be made by instructor for conferences with the student and employer. This is a continuation of AGR2200.

**AGR2260 _____ (3-0) 3 cr. hrs.
Problems in Agriculture**

Prerequisite: 12 hours college credit completed; instructor approval.

This course provides for supervised training in an instructor-approved problem area at an agribusiness industry or education site coordinated by Mineral Area College. Student will complete 90 clock hours within the problem area.

ART**ART1130 _____ (2-4) 3 cr. hrs.
Drawing I (fall, spring)**

An introduction to drawing with emphasis on perception and developing a familiarity with elements of art and a sensitivity to their use in drawing. Various media are introduced so that the student gains an awareness of the potential of each.

**ART1140 _____ (2-4) 3 cr. hrs.
Drawing II (spring, summer)**

Prerequisite: ART1130.

An extension of Drawing I with additional emphasis on elements of drawing. Various materials and ways of working are introduced to emphasize the problems or organization of ideas and presentations of visual statements. Particular attention is given to the human figure.

**ART1160 _____ (2-4) 3 cr. hrs.
Painting I (fall, spring)**

Prerequisite: ART1130 or instructor consent.

An introduction to painting with the emphasis placed on the basic study of form, space, composition, and color theory utilizing such media as oil and acrylics.

**ART1230 _____ (2-4) 3 cr. hrs.
Ceramics I (spring or summer)**

An introductory course which explores and emphasizes the basic elements and techniques of ceramics. The course will stress the fundamental methods of pottery making: hand-built, wheel throwing, and glazing.

**ART1490 _____ (3-0) 3 cr. hrs.
History of Art I**

History of ancient art from prehistoric to medieval time. (Cultural diversity course.)

**ART1500 _____ (3-0) 3 cr. hrs.
History of Art II**

The study of Renaissance and Baroque art. (Cultural diversity course.)

**ART1510 _____ (3-0) 3 cr. hrs.
History of Art III**

History of the major developments in the art of the 19th and 20th Centuries. (Cultural diversity course.)

**ART1530 _____ (3-0) 3 cr. hrs.
Introduction to Humanities**

An introduction into the nature of the humanities. Dominant themes of human self expression and the key ideas and values of western cultures are discovered through a comparative and integrated study of painting, sculpture, architecture, literature, music and the art of film. (Cultural diversity course.)

**ART1550 _____ (2-4) 3 cr. hrs.
Beginning Photography**

An elective course introducing the basics of photography, concentrating on an understanding of camera systems and the techniques of black and white film developing and printing.

**ART1640 _____ (1-3) 3 cr. hrs.
Printmaking**

Prerequisite: ART1130 or instructor consent.

An introduction to the basic graphic processes, materials, and equipment used in relief and intaglio printing. The course will stress the expressive potentialities of the wood block and etching.

**ART1740 _____ (1-3) 3 cr. hrs.
Watercolor**

Prerequisite: ART1130 or instructor consent.

An introduction to the theory and practice

of painting in watercolor with emphasis on experimentation with techniques as well as creative expression. Offered on demand.

**ART1830 _____ (2-4) 3 cr. hrs.
Two-Dimensional Design (fall)**

An exploration of the two-dimensional surface as related to the visual elements of shape, color, form, line, space and texture. Emphasis on problems in applying principles of design in various media.

**ART1880 _____ (1-3) 3 cr. hrs.
Color Theory**

A course in the theory and application of color. Lecture and studio problems will emphasize the interaction of color as it applies to two-dimensional art.

**ART1930 _____ (1-3) 3 cr. hrs.
Sculpture I (spring)**

Prerequisite: ART1130 or instructor consent.

An investigation and employment of various materials and methods of sculpting including modeling head and figure, and elementary processes of casting, carving, and construction.

**ART2160 _____ (2-4) 3 cr. hrs.
Painting II**

Prerequisite: ART1160 or instructor consent.

This course is an expansion of Painting I, with an emphasis on developing painting techniques to a more advanced state. The student's own ideas become important in this class. Landscape painting, Still Life, Abstract, and Expression become important factors. More attention is placed on painting materials and mediums.

**ART2162 _____ (2-4) 3 cr. hrs.
Sculpture II**

Prerequisite: ART1930, Sculpture I

Advanced three dimensional projects in clay, wood, and found objects.

**ART2172 _____ (2-4) 3 cr. hrs.
Ceramics II**

Prerequisite: ART1230

This course will expand on the techniques learned in Ceramics I. Continuing the methods of pottery making learned in Ceramics I: hand-building, wheel throwing, and glazing. The students will be allowed to emphasize their preferred technique.

**ART2174 _____ (1-3) 3 cr. hrs.
Painting II**

Prerequisite: ART1160 and ART2160 or instructor consent.

This course expands on Painting I and Painting II. There is an emphasis on the student creating their own style and developing themselves as an artist. Advanced techniques will be introduced. Students will be working off of master works of art.

**ART2176 _____ (2-4) 3 cr. hrs.
Printmaking III**

Prerequisite: ART1130 and ART1640 or instructor consent.

A deeper exploration into the basic graphing processes, materials, and equipment used in relief and intaglio printing. This course will stress the potential of the student to express themselves through the wood block and etching.

**ART2180 _____ (2-4) 3 cr. hrs.
Ceramics III**

Prerequisites: ART1230 & ART 2172.

Advanced three dimensional projects in ceramic wheel bowl making, slab pot construction, and figure construction with clay.

BIOLOGICAL SCIENCE

**BIO1100 _____ (3-0) 3 cr. hrs.
Introduction to Biological Science**

An introductory biology class which teaches the fundamentals of biology as well as how biology is applied in the real world. This course examines the scientific method, the characteristic elements, processes and features common to all life forms, and the nature and workings of the human body. This class is designed to meet general education requirements and is intended for the non-science major.

**BIO1150 _____ (3-4) 5 cr. hrs.
General Biology**

A course that presents selected basic biological concepts and principles fundamental to the understanding of the operation of biological systems. The nature of science concepts of biological organization, characteristics and chemistry of the cell, energy relationships, reproduction, heredity, classification, evolution and environmental relationships of living things may be presented. This course meets the general education biological science requirement.

**BIO1250 _____ (3-4) 5 cr. hrs.
General Botany (spring)**

Prerequisite: BIO1150 or instructor consent.

A course emphasizing biological principles as applied to plants. Plant structure, function, genetics, reproduction, physiology and classification are stressed. This course meets the general education biological science requirement.

**BIO1330 _____ (2-3) 3 cr. hrs.
Local Flora (Odd year spring)**

This course is designed to acquaint students with local plants by actual collection, identification, preservation and mounting of such plants. Students may choose an area of specialization dealing with fungi, lichens, ferns, or flowering plants.

**BIO1340 _____ (Arr.) 3 cr. hrs.
Local Fauna (On Demand)**

Prerequisite: Instructor consent.

This independent study course involves exploration of some vertebrate group or topic chosen by the student and instructor. Information may come from literature reviews, interviews with experts, field work and/or field trips. Information gathered will then be compiled in a research paper of appropriate length.

**BIO1350 _____ (3-4) 5 cr. hrs.
General Zoology (fall)**

Prerequisite: BIO1150 or instructor consent.

An introduction to the important principles and concepts of zoology. This course emphasizes cell biology, genetics, reproduction, and the major animal phyla. Three lectures and two double laboratory periods per week. This course meets the general education biological science requirement.

**BIO1430 _____ (3-0) 3 cr. hrs.
Environmental Science**

A general introductory course in human ecology. The general concepts of ecology will be covered in early chapters. Then the remainder of this course emphasizes human contributions to resource depletion, energy conservation, overpopulation and overconsumption, pollution and subsequent worldwide effects.

**BIO1500 _____ (3-0) 3 cr. hrs.
Essentials of Microbiology**

A course that may be a science elective for the non-science major. The student will learn about the cause of selected infectious

diseases and methods used to control the spread of human pathogens. The history of microbiology, as well as microbe anatomy, growth requirements, means of observation, and mechanisms of pathogenicity.

**BIO2240 _____ (2-4) 4 cr. hrs.
Field Biology (alternate spring)**

Prerequisite: Either BIO1150, BIO1250, BIO1350 with a grade of "C" or better, or instructor consent.

This course is designed to acquaint students with local fauna and some flora. The taxonomy and natural history of local forms will be emphasized as well as general information on the major groups of animals and some plants and their ecology. Field trips are required.

**BIO2430 _____ (3-2) 4 cr. hrs.
General Genetics**

Prerequisite: A grade of "C" or better in BIO1150, BIO1250, or BIO1350 or instructor consent.

A survey of basic principles of genetics with an emphasis on human application and basics of plant genetics. This course is designed to meet general education requirements.

**BIO2540 _____ (3-4) 5 cr. hrs.
Human Anatomy and Physiology (spring)**

Prerequisite: A grade of "C" or better in BIO1150, BIO1250, BIO1350, or PHS1250 or higher.

This course is designed to provide the student with an understanding of the structure and function of the human body. The course includes macroscopic and microscopic study of tissues, basic chemistry of life processes and skeletal, muscular and cardiovascular systems.

Recommended for science and physical education majors as well as some non-nursing hospital based courses such as radiology. The BIO2600 Human Anatomy and the BIO2620 Human Physiology for a total of 10 hours are required for the nursing program. BIO2540 is considered as Anatomy and Physiology I for many transferring institutions.

**BIO2600 _____ (3-4) 5 cr. hrs.
Human Anatomy (fall)**

Prerequisite: Acceptance into ADN or PN nursing program or instructor consent.

This course is the study of the structure of the human body. Topics include body organization, cellular and developmental anatomy and the anatomy of selected body systems (integumentary, skeletal, cardiovascular, neural and muscular). Remaining body systems are covered in Human Physiology (BIO2620) This is a required class in the nursing program.

**BIO2620 _____ (3-4) 5 cr. hrs.
Human Physiology (spring)**

Prerequisite: A grade of "C" or better in BIO2600, and PHS1250 or instructor consent.

This course is a continuation of BIO2600. The course concentrates on the biochemical, cellular and organ level functioning of those systems introduced in BIO2600. Systems include digestive, metabolic, endocrine, cardiovascular, immunology, muscular, neural, renal and respiratory. This course is required for the ADN nursing program.

**BIO2700 _____ (3-2) 4 cr. hrs.
Microbiology (fall)**

Prerequisite: A grade of "C" or better in BIO2600, and BIO2620, and PHS1250 or instructor consent.

This course introduces the morphology, biochemical activities, cultivation, control, history of epidemiology and diagnostic proce-

dures used to identify selected microorganisms that are important in the health sciences. This course is required for the ADN nursing program.

BIO2980 _____ (Arr.) 1 cr. hr.
Readings In Honors

A small group discussion class which involves reading assignments from books or scientific journals, experience in leading and participating in discussions, watching selected videos, and writing short papers on particular aspects of the assigned reading.

BIO2990 _____ (Arr.) 1 cr. hr.
Research in Honors

Individual or small groups of students researching some aspect of the life sciences and then compiling and presenting their findings to their peers and/or some community sector, or writing up their results in a well organized paper.

**BUSINESS ADMINISTRATION
AND ECONOMICS**

BUS 1190 _____ (3-0) 3 cr. hrs.
Business Ethics

A presentation of basic principles of business practices and ethical standards as they apply in today's business environment. Real-world illustrations will help students learn to address the overall concepts, processes, and best practices associated with successful business ethics programs. Students will receive lectures and materials as well as participate in the discussion and application of ethics in particular business cases. This pragmatic approach will prepare students for the real ethical issues and dilemmas that they will face in their business careers. This class is required for students pursuing an AA degree in Business Administration.

BUS1330 _____ (3-0) 3 cr. hrs.
Survey of Economics

This course is a survey course of economics intended for non-business majors. Both Macroeconomic and Microeconomic topics will be integrated into real world application. Students will learn that "the economy" is important to their lives and that our collective choices on how the economy is structured are important. Not recommended for first year students.

BUS1530 _____ (3-0) 3 cr. hrs.
Legal Environment of Business

A study of the legal environment in which a business person must operate from the standpoint of legal institutions, the legal process, and a survey of the following substantive areas of law: crimes, torts, contracts, sales, labor law, environmental law, and e-commerce.

BUS2000 _____ (3-0) 3 cr. hrs.
Principles of Accounting I

Prerequisite: OST1500 or instructor consent.

An introductory course in accounting principles. The course covers the accounting process for a sole proprietorship (service and merchandising organization) and the following specialized accounting areas: cash, receivables, payables, deferrals, accruals, inventory, plant assets, intangible assets, and payroll.

BUS2050 _____ (3-0) 3 cr. hrs.
Principles of Accounting II

Prerequisite: BUS2000 with a grade of "C" or better.

A continuation of BUS2000. Topics include the following: partnership accounting, corporation accounting, manufacturing accounting,

financial statement analysis, and special management reports.

BUS2100 _____ (3-0) 3 cr. hrs.
Fundamentals of Management

A basic course in the principles and practices of business management as it concerns planning, organization, staffing, direction, and control.

BUS2330 _____ (3-0) 3 cr. hrs.
Marketing

A study of the decision areas involved in providing consumers with goods and services. Topics include the following: product decisions, branding, packaging, consumer motivation, consumer characteristics, pricing, promotion, and distribution. Students develop a hands-on understanding of marketing and current industry trends through real world projects and assignments.

BUS2430 _____ (3-0) 3 cr. hrs.
Introductory Statistics

Prerequisite: MAT 1130 or instructor consent.

An introductory survey of the many applications of descriptive and inferential statistics. Students will acquire the basic knowledge and skills to organize, analyze, and transform data and to present the information. Students will learn sampling methods, how to develop confidence intervals, and hypothesis testing.

BUS2930 _____ (3-0) 3 cr. hrs.
Principles of Macroeconomics

This course is primarily a study of the U.S. economic system. Topics include economic growth, macroeconomic measurements, trade, government fiscal policy, money and monetary policy.

BUS2940 _____ (3-0) 3 cr. hrs.
Principles of Microeconomics

This course is primarily a study of market systems. Micro topics include pricing, costs and efficiencies in each of the market models. Consumer behavior will also be studied.

**COMPUTER INFORMATION
SYSTEMS**

The typical sequence of computer courses begins with CIS1050 Introduction to Computers.

Following CIS1050, the sequence of the applications courses can be varied. Word processing is typically selected early because of its wide usage. Applications courses that follow CIS1050, Introduction to Computers, include: word processing courses (CIS2320 or CIS2350), database (CIS2100), spreadsheets (CIS2200), Desktop Publishing (CIS1700), Microcomputer Applications (CIS1750), Microcomputer Graphics (CIS1100), and Microcomputer Operating Systems (CIS2000).

Students desiring more in-depth knowledge and skills can subsequently take the advanced applications courses in word processing, databases, spreadsheets and desktop publishing.

CIS1050 _____ (3-0) 3 cr. hrs.
Introduction to Computers

Prerequisite: Keyboarding skills are necessary for enrollment. Student cannot concurrently enroll in CIS1050 and CIS1750.

An introduction to the field of computers and information processing. Emphasis is on understanding the capability, operation, and applications of computers. Students will use microcomputers to learn the basic concepts of the most popular microcomputer applications such as word processing, spreadsheets,

graphics, database management, email, Internet and Windows interface.

CIS1100 _____ (3-0) 3 cr. hrs.
Microcomputer Graphics

Prerequisite: CIS1050 or CIS1750.

A course designed to provide the student practical experience with microcomputer graphics, including manipulation of graphic units and text, multiple screen image transfer, diagram size and shape modification, business chart customization, freehand drawing, etc.

CIS1610 _____ (3-0) 3 cr. hrs.
IT Fundamentals

This course will allow the student to show they have a solid competence in computers and office programs, plus the know how to surf the Internet and send an email message. This class will help the student prepare for the Certipoint IC³ Certification.

CIS1620 _____ (3-0) 3 cr. hrs.
A+ Computer Repair and Maintenance

Prerequisite: CIS1050, CIS1750 or instructor consent.

This course is a study of the computer from its beginnings through the present day Pentium machines. This course is the foundation for entry-level computer technicians. Through lectures, discussions and lab exercises, students will learn the skills and gain the knowledge necessary for A+ certification. This class provides the necessary focus to prepare students to meet the objectives of the A+ exams.

CIS1650 _____ (Arr.) 3 cr. hrs.
Accounting on Microcomputer

Prerequisite: BUS2050 or OST1520.

A course on computerized accounting for students who have already learned the manual accounting system. A microcomputer is used to provide hands-on experience in accounting using general ledger, accounts receivable, accounts payable, payroll, depreciation, inventory, and financial statement analysis.

CIS1670 _____ (3-0) 3 cr. hrs.
Fundamentals of Networking

Prerequisite: CIS1610 or instructor consent.

This course is an entry-level course in networking. The course will cover various aspects of designing and implementing a network for both home and office. This class will help the student prepare for the CompTIA Network+ Certification.

CIS1680 _____ (3-0) 3 cr. hrs.
Fundamentals of Network Security

Prerequisite: CIS1610, CIS1850 or CIS2000.

This course is an entry-level course in network security. The course will cover various aspects of designing and implementing a secure network for both home and office networks. This class will help the student prepare for the CompTIA Security+ Certification.

CIS1700 _____ (3-0) 3 cr. hrs.
Desktop Publishing

Prerequisite: CIS1050 or CIS1750.

A course designed to teach the basic use of desktop publishing software on an IBM compatible microcomputer. Principles of typography, page layout and design to fit publication needs, and the basic operation of the program are covered.

**CIS1750 _____ (3-0) 3 cr. hrs.
Microcomputer Applications**

Prerequisite: Previous regular usage of word processor, spreadsheet or database applications. Student cannot concurrently enroll in CIS1050 and CIS1750.

Gaining proficiency in the most commonly used applications of microcomputers in business: word processing, electronic spreadsheets, graphics, presentations and database management using an integrated Windows-based software suite that performs all these applications.

**CIS1780 _____ (3-0) 3 cr. hrs.
Illustrator I**

Prerequisite: CIS1050 or CIS1750.

Vector-based drawing programs are used in industry and commerce to create graphics for both print and electronic mediums. Adobe Illustrator is a leading vector-based illustration tool and is used widely for these purposes. This course is an introductory-to-intermediate level presentation of using this software with an emphasis on understanding its tools and menus.

**CIS1800 _____ 2 cr. hrs.
Introduction to Networking**

Prerequisite: CIS1050 or CIS1750.

Gives a high level overview of network concepts, topologies, components, media, functions, protocols, architecture, fault tolerance, and larger networks. Develops a solid base to build on for future courses and helps prepare the student for the Microsoft Networking Essentials Exam.

**CIS1830 _____ (3-0) 3 cr. hrs.
Novell Network Administration**

Prerequisite: CIS1850, CIS2000 or co-prerequisite of CIS1850 or CIS2000 or instructor consent.

Enables the student to perform day to day administrative tasks on a Novell network. Helps prepare the student for Certified Novell Administrator (CNA) exam. Lab is used to perform tasks described in lectures. Topics include Netware Server Installation, Network access, Novell login components, Novell Directory Services, login scripts, Z.E.N. works and Workstation Management, and many other topics related to managing Novell networks.

**CIS1840 _____ (3-0) 3 cr. hrs.
Microsoft Networking Administration**

Prerequisite: CIS1850, CIS2000 or Co-prerequisite of CIS1850 or CIS2000 or instructor consent.

This course enables the student to perform day-to-day administration tasks on a Microsoft Windows network.

**CIS1870 _____ (3-0) 3 cr. hrs.
Internetworking I**

Prerequisite: CIS1050, CIS1610, CIS1670, CIS1750 or co-prerequisite of CIS1610 or CIS1670 or instructor consent.

First of four semesters in the Cisco™ Networking Academy curriculum. This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides an introduction to networking and the Internet using tools and hardware commonly found in home and small business environments.

**CIS1890 _____ (3-0) 3 cr. hrs.
Internetworking II**

Prerequisite: CIS1850 or CIS1870

Second of four semesters in the Cisco™ Networking Academy curriculum. This course

provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and preparation for the CCENT certification exam.

**CIS1900 _____ (3-0) 3 cr. hrs.
Fundamentals of UNIX**

Prerequisite: CIS1870 or CIS2000.

This course will enable the student to perform basic, entry-level UNIX operator skills and use the UNIX operating system commands. Students will also learn fundamental command-line features of the UNIX operating environment including file system navigation, file permissions, the vi text editor, command shells and basic network use.

**CIS1930 _____ (3-0) 3 cr. hrs.
Computer Ethics**

A study of the challenges and responsibilities of IT professionals as well as the casual computer user. The advent of the Internet and general computer usage has created new opportunities for exploitation in technology, management, the market and education. Content includes legal issues regarding piracy, hacking, intellectual property, acceptable use, privacy and freedom of speech. Does not meet computer literacy requirement.

**CIS2000 _____ (3-0) 3 cr. hrs.
Microcomputer Operating Systems**

Prerequisite: CIS1850, CIS2000 or co-prerequisite of CIS1850 or CIS2000 or instructor consent.

An introduction to operating system principles and functions. Special emphasis is given to fundamentals and advanced skills necessary to use Windows. Additional emphasis is given to use of DOS commands to manipulate files. Overview of EDIT and/or text editors, batch files, and system configuration files.

**CIS2080 _____ (3-0) 3 cr. hrs.
Fundamentals of Linux**

Prerequisite: CIS1610, CIS1670, CIS1850, CIS2000 or equivalent.

This course introduces the fundamentals of the Linux operating system. This course will guide students through the basics of Linux systems concepts, architecture and administration. The course will also include networking essentials commonly used in the Linux environment.

**CIS2100 _____ (3-0) 3 cr. hrs.
Microcomputer Database Management**

Prerequisite: CIS1050 or CIS1750.

A practical course utilizing a microcomputer software package to acquaint the student with database management tasks of moderate complexity. Topics of study include: file design and creation, table manipulation, record editing and display, queries, report generation, using multiple files.

**CIS2110 _____ (3-0) 3 cr. hrs.
Advanced Microcomputer Database Management**

Prerequisite: CIS2100.

This course is a continuation of CIS2100 in which students will design database systems and create the programs with which to manage them. Topics of study include: principles of database design, linking files, design/coding/debugging of database programs, and customized report and label generation. Offered on demand.

**CIS2200 _____ (3-0) 3 cr. hrs.
Microcomputer Spreadsheet Applications**

Prerequisite: CIS1050 or CIS1750.

A practical course utilizing a computer software package to acquaint the student with spreadsheet applications of moderate complexity. Topics of study include: file creation/manipulation, cell editing, ranges, functions, sorting, formulas, graphs, printer control, and database functions, and multiple worksheets.

**CIS2210 _____ (3-0) 3 cr. hrs.
Advanced Microcomputer Spreadsheet Applications**

Prerequisite: CIS2200.

A continuation of Micro Spreadsheet Applications. Advanced formatting techniques, advanced functions, lists, analysis tools, auditing worksheets, workgroup collaboration and file-sharing techniques, importing and exporting data.

**CIS2320 _____ (3-0) 3 cr. hrs.
Word Processing—WordPerfect for Windows I**

Prerequisite: CIS1050 or CIS1750.

A practical course using WordPerfect for Windows to acquaint the student with word processing applications of moderate complexity. Topics include: cursor movement, editing, document formatting, columnar typing, cut, copy, and move functions, text enhancement, speller/thesaurus usage, and printer control.

**CIS2330 _____ (3-0) 3 cr. hrs.
Word Processing—WordPerfect for Windows II**

Prerequisite: CIS2320.

This course is a continuation of WordPerfect for Windows I which provides opportunities for practical applications in creating more advanced documents using WordPerfect for Windows software. The student will learn how to integrate text and graphics and use WordPerfect for Windows as a desktop publisher.

**CIS2350 _____ (3-0) 3 cr. hrs.
Word Processing—Microsoft Word**

Prerequisite: CIS1050 or CIS1750.

A practical course utilizing Microsoft Word to acquaint the student with word processing applications of moderate complexity. Topics include: cursor movement, editing, document formatting, columnar typing, block functions, text enhancement, print control, etc.

**CIS2400 _____ (3-0) 3 cr. hrs.
Web Page Development**

Prerequisite: CIS1050 or CIS1750.

Introduces web page design and development using a variety of tools including HTML and popular application development tools. Helps prepare for World Certified Web Designer Apprentice exam. Includes Cisco™ Supported Curriculum and Adobe development suite.

**CIS2670 _____ (3-0) 3 cr. hrs.
Internetworking III**

Prerequisite: CIS1890.

Third of four semesters in the Cisco™ Networking Academy curriculum. This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.

CIS2690 _____ (3-0) 3 cr. hrs.**Internetworking IV***Prerequisite: CIS2670*

Fourth of four semesters in the Cisco™ Networking Academy curriculum. This course introduces students to network design processes. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support.

CIS2930 _____ (3-0) 3 cr. hrs.**Advanced Microcomputer Applications**

Variable content course which closely examines a microcomputer application for the purpose of expanding the student's practical knowledge in that area. Offered on demand. Previous computer experience necessary.

CIS2940 _____ (3-0) 3 cr. hrs.**Advanced Desktop Publishing***Prerequisite: CIS1700.*

A continuation of CIS1700 to expand the student's proficiency in developing quality publications.

CIS2960 _____ (Arr.) 3 cr. hrs.**Computer Networking Internship***Prerequisite: Sophomore standing in Computer Networking and instructor consent.*

This course is intended for computer networking majors. The Internship class features supervised work experience in the computer networking/information technology field. This will provide the student with the opportunity to make practical application of the knowledge and skills they have attained

MASS COMMUNICATIONS**COM1000** _____ (3-0) 3 cr. hrs.**Introduction to Mass Media**

Survey course covering all forms of mass media from print to recording to movies and electronic media including new media and the Internet. The course will also cover the impact of advertising and public relations on the media industries as well as focus on the effects of the media and associated regulation.

COM1020 _____ (3-0) 3 cr. hrs.**Introduction to Broadcasting**

Survey course covering the history and development of electronic broadcast technology, analog and digital technology, commercial operations, programming and ratings and effects and regulation, including constitutional issues.

COM1060 _____ (3-0) 3 cr. hrs.**Introduction to Cinema**

Covers the techniques involved in creating good cinema including: photography, Mise en Scene (elements in visual composition), the moving camera and special effects, editing, sound, acting, drama, story, writing and film from a variety of ideological perspectives. Techniques are applied to a variety of selected films for analysis, example and discussion. This course meets the Cultural Diversity requirement. (Cultural diversity course.)

COM1120 _____ (3-0) 3 cr. hrs.**Journalism I: News Writing**

News writing and reporting techniques will be covered in this introductory course through discussion, reading and practical exercises. Course will include practice in reading the news, study of headlines and make-up, and practical experience writing and editing copy.

COM2000 _____ (3-0) 3 cr. hrs.**Introduction to Public Relations***Prerequisite: COM1000, ENG1330 and ENG1340 with a grade of "C" or better.*

Course in an overview survey of today's public relations field, its functions, vocabularies and various applications related to the media communications area. Students will also get practical experience functioning as a PR "agency".

COM2200 _____ (3-0) 3 cr. hrs.**T.V. Production***Prerequisites: COM1020 with a grade of "C" or better, or instructor consent.*

Basic hands-on introductory course covering both audio and video production equipment usage and production techniques. Course will cover production conceptualization, script writing, camera usage, lighting, special effects and graphics, audio production and individual and group production assimilation.

COM2260 _____ (Arr.) 3 cr. hrs.**T.V. Production Practicum***Prerequisite: COM2200 with a grade of "C" or better.*

Course will be taught as a video practicum with the emphasis on creating a broadcast-ready product.

CRIMINAL JUSTICE**CRJ1010** _____ (Arr.) 3 cr. hrs.**Internship***Prerequisite: CRJ1100 or instructor consent.*

This course is intended for criminal justice majors only who have completed a minimum of fifteen (15) hours of criminal justice courses with a grade of "C" or higher. Students are placed with a criminal justice agency in a participant/observer capacity by the department coordinator for a period of not less than 96 contact hours.

CRJ1100 _____ (3-0) 3 cr. hrs.**Introduction to Criminal Justice**

The history and philosophy of the system, identifying the various subsystems, role expectations, and their interrelationships, theories of crime punishment and rehabilitation. The interrelationships of the various branches and functions of the criminal justice system are examined and identified.

CRJ1130 _____ (3-0) 3 cr. hrs.**Introduction to Forensics**

This class is designed to make the subject of forensic science comprehensible to a wide variety of students who are or plan to be aligned with the forensic science profession. This class will give the students an introduction to the forensic crime laboratory, its functions, services and organization. It will also introduce the students to processing crime scenes and collecting physical evidence as well as trace evidence.

CRJ1170 _____ (3-0) 3 cr. hrs.**Introduction to Courts**

This course will provide students an overview of the criminal justice judicial system and its processes. It examines the courtroom work group, the trial process and challenges to the process. The course also reviews the juvenile court system and its differences from the adult judicial system.

CRJ1200 _____ (3-0) 3 cr. hrs.**Criminal Investigation I***Prerequisite: CRJ1100 or instructor consent.*

The study of the criminal act and its investigation, including specific crimes against persons and against property. The process of

fact gathering, testing of hypotheses, and the problem of proof are covered.

CRJ1300 _____ (3-0) 3 cr. hrs.**Criminal Investigation II***Prerequisite: CRJ1200 or instructor consent.*

Law Enforcement Academy students only. The recognition, collection, identification, preservation, transportation, and development of criminal evidence. Narrative police report writing and the preparation of cases for prosecution.

CRJ1400 _____ (3-0) 3 cr. hrs.**Criminal Law***Prerequisite: CRJ1100 or instructor consent.*

The study of constitutional, criminal, common and statutory law within the context of enforcement. The impact of recent federal constitutional laws in the area of state criminal adjudication is examined. Included are the various court structures.

CRJ 1440 _____ (3-0) 3 cr. hrs.**Criminal Courts-Structures, Process, and Issues***Prerequisite: CRJ1170 or instructor consent.*

The criminal courts course will provide a comprehensive examination of the criminal court system, from the basic pretrial procedures, to the trial process, to the sentence and appeals. Examining all angles, it begins with a discussion of the law and its origins, compares the federal and state courts system, and examines the key courtroom personnel.

CRJ1500 _____ (3-0) 3 cr. hrs.**Criminal Evidence**

The study of the basic rules of evidence applicable to criminal adjudication and other related police duties. Emphasis is placed on the question of admissibility to evidence and the practical application of procedural and substantive law and constitutional guarantees.

CRJ1520 _____ (3-0) 3 cr. hrs.**Criminology**

Criminology is the scientific study of crime. Students will study various aspects of crime and the criminals. This class will examine such items as crime statistics, various theories behind the causes of crime and why criminals commit them. This class goes hand-in-hand with the disciplines of psychology, sociology, and anthropology. Students will also look at specific criminals in hopes of identifying various typologies that some infamous criminals have used.

CRJ1540 _____ (3-0) 3 cr. hrs.**Criminal Procedure**

The criminal procedure course will focus on the constitutional rights of the criminal defendants as interpreted by the U.S. Supreme Court and how it applies to the processes of the criminal justice system. Students will discuss landmark Supreme Court decisions.

CRJ1600 _____ (3-0) 3 cr. hrs.**Juvenile Justice System**

The organization, functions and jurisdiction of juvenile agencies, the detention of juveniles and the processing of neglected and abandoned children. The intent, application and procedure of the Missouri Juvenile code, juvenile case disposition, crime prevention methods and reporting procedure. Theories of delinquent behavior are studied.

CRJ1700 _____ (3-0) 3 cr. hrs.
Patrol and Traffic Law

Law Enforcement Academy students only. The foundations of police operations, providing patrol coverage and called-for services, the principle of conspicuous presence as a means of crime prevention and preservation of the peace. Basic police responsibilities for the safe and efficient movement of vehicles and pedestrians and an in-depth study of traffic law.

CRJ1710 _____ (3-0) 3 cr. hrs.
Community Policing & Problem Solving

The study of police agencies response to the needs and demands of its citizens and the contrasting styles that vary from agency to agency. Concepts, themes, and programs advocated at the national level—by federal agencies, academics, and practitioners—are implemented with widely varying degrees of understanding.

CRJ1720 _____ (3-0) 3 cr. hrs.
Comparative Criminal Justice Studies

Prerequisite: CRJ1100 or instructor consent.

This course is a study of the various types of criminal justice systems and structures throughout the free world. Students will, on a first hand basis, view the interworkings of the three organized functions of the various criminal justice systems, i.e., police, courts, and corrections in specified foreign countries. The course will include several hours of orientation and lecture at Mineral Area College, several days of travel and participation, and a written course synthesis.

CRJ1800 _____ (3-0) 3 cr. hrs.
Introduction to Corrections

An introduction to the correctional process from law enforcement through the administration of justice, probation, parole, prisons and other and correctional institutions.

CRJ1820 _____ (3-0) 3 cr. hrs.
Corrections in America

Prerequisite: CRJ1800 or instructor consent.

This course will review various theories of criminal causation and will provide a comparative study of global criminal justice systems. The focal point of this course is to provide the criminal justice student with a working knowledge of major correctional processes and the basic legal concepts that underlie the criminal justice field. This course will give the student some historical and judicial perspectives regarding corrections.

CRJ1900 _____ (3-0) 3 cr. hrs.
Police Administration

Prerequisite: CRJ1100 or instructor consent.

A study of the organization and administration of various police systems, the specialized characteristics of individual police organizations and police personnel, the responsibility of police organizations and police personnel, the responsibility of police departments. The most popular and prevalent ideals, principles and assumptions pertaining to police administration are presented utilizing a multidisciplinary orientation to analyze these concepts. Emphasis is placed on the impact that police administration exerts upon the policeman's functioning.

CRJ1920 _____ (3-0) 3 cr. hrs.
College Math for Criminal Justice Professions

Prerequisite: Must be Criminal Justice major.

This course connects basic mathematical concepts to their applications in a variety of criminal justice career applications. Emphasis is placed on strengthening the student's ability

to connect math concepts to situations within their Criminal Justice Career field.

CRJ2000 _____ (3-0) 3 cr. hrs.
Criminal Justice Report Writing

Prerequisites: A grade of "C" or higher in all of the following courses: CRJ1100, CRJ1200, and ENG1330 or instructor consent.

The study and application of the process of effective criminal justice report writing. Proper formal written communications formats with an emphasis on report writing techniques requisites for the admissibility of evidence in a criminal adjudication.

CRJ2120 _____ (3-0) 3 cr. hrs.
Police Photography

Basic fundamental photography will be taught with an emphasis on manual and auto functions of the camera. The student will use these skills to photograph objectives detailing most situations occurring in real life crime-scene photography. Negatives and photos will be set in a photo book to be critiqued for quality and comparison. Court room qualifications will be the final determination of the students work and performance. This course helps prepare the student for CRJ2140.

CRJ2140 _____ (3-0) 3 cr. hrs.
Forensic Crime Scene Investigation

Introduces the student to the fundamentals of on-site crime-scene investigations. Specific objectives will be combined with actual crime scene reconstruction. The student will perform practicals using photography skills, fingerprint identification and comparison, sketching, microscopy, dental stoned, soil analysis and site identification for blood, hair, fibers, tool marks, and tire tread comparison. The student must perform with skill and integrity, in a mock trial submitting the mock prepared evidence in trial.

CRJ2160 _____ (3-0) 3 cr. hrs.
Crime Scene Analysis

Prerequisite: CRJ2140 or instructor consent.

This class is designed to be an advanced Crime Scene Investigation class. The students will be showed the proper way to collect, analyze, and submit evidence along with performing forensic pattern analysis of bloodstains, shoeprints, fingerprints, tool mark analysis and microscopic and trace evidence. The students will have to accurately perform the above mentioned tasks through practical skill demonstrations.

CRJ2200 _____ (3-0) 3 cr. hrs.
Ethics for Legal Professionals

This course looks at the ethical dilemma and professional problems faced by criminal justice personnel. Students will review various ethical perspectives and discuss the practical applicability of ethical ideas and organizational codes and standards.

CRJ2300 _____ (1-0) 1 cr. hr.
Criminal Justice Career Preparation

The preparation of the student for career employment with public safety agencies in the local area, region, and out-state. For students wishing to pursue a higher education in the criminal justice field, the course content will direct them to other colleges that can offer them the highest degree possible for public safety careers. Practicals, moot interviews, and portfolio creation will also be a requirement for student achievement in this course.

COMPUTER SCIENCE**CSC1100** _____ (3-0) 3 cr. hrs.
Programming Logic

This course is an introduction to problem solving using information systems and computer programs. It examines design methods and structured programming techniques as a first course in computer science.

CSC1300 _____ (3-0) 3 cr. hrs.
Video Game Design & Development (spring)

Prerequisite: CIS1050 or CIS1750 or instructor consent.

Course examines the video game industry using an interdisciplinary approach to create PC-based games. Specialize in programming, graphics and animation, or creative documents, while learning the techniques and tools of game design. Design interactive and visual interfaces for games focusing on creating multimedia assets and developing basic programming abilities. Students may construct and animate 2D and 3D objects and creative game environments. The course culminates in the production of PC video games.

CSC1500 _____ (3-0) 3 cr. hrs.
BASIC Programming

Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.

A course in programming using the Visual BASIC language to develop the student's abilities and knowledge in solving problems using microcomputers. Students will learn how to code, debug, and execute Visual BASIC algorithms using an object-oriented approach.

CSC2400 _____ (3-0) 3 cr. hrs.
Computer Programming in C++

Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.

The study of program design and development using the structured language C++. Topics include language syntax and semantics, data and variable types, functions, and object oriented design. This course is intended as a first course in programming for students interested in computer programming.

CSC2420 _____ (3-0) 3 cr. hrs.
Java Script Programming

Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.

An introduction to programming in the JavaScript scripting language. Basic commands and structures; variables; operators; inputs; conditionals. Add special features to web pages including user prompts. Create forms with data validation using HTML.

CSC2440 _____ (3-0) 3 cr. hrs.
Web Programming with Perl/CGI/Linux

Prerequisite: CIS1050, CIS1750, CSC1100 or instructor consent.

Introduction to server/client server systems with practical web programming applications using Perl scripting in the CGI (Common Gateway Interface).

CSC2500 _____ (3-0) 3 cr. hrs.
Advanced BASIC Programming (spring)

Prerequisite: CSC1500.

Analysis of computational problems and development of structured BASIC algorithms as solutions. Topics of study include: variable assignment, loops, subroutines, arrays, data files, string manipulations, etc. This course builds on the information presented in CSC1500. Offered on demand.

DEAF COMMUNICATION STUDIES**DCS1000** _____ (3-0) 3 cr. hrs.
Sign Language I

Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions of communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture. (Credited as an elective.)

DCS1010 _____ (3-0) 3 cr. hrs.**Sign Language II***Prerequisite: DCS1000.*

A continuation of Sign Language I (DCS1000). Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy. (Credited as an elective.)

EARLY CHILDHOOD DEVELOPMENT**ECE1000** _____ (3-0) 3 cr. hrs.
Introduction to Early Childhood Education

The course focuses on research-based theories that have affected the evolution of current developmentally appropriate curriculums used in early care and education programs. The student will explore the history and application of those curriculums based on current theory and practice. Considerations of planning the environment for age's birth to eight will be explored. Developmental affects of the dynamics of the physical, temporal, and human characteristics within the learning environment will be included in the planning process. An introduction to planning of the environment through assessing the individual needs of the child will be explored. The assessment and record keeping skills will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Four hours of required observations is assigned throughout the semester. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1020 _____ (3-0) 3 cr. hrs.
Guiding Alternatives for Young Children

The main focus of this course is to identify positive developmentally appropriate practice (DAP) discipline and redirection of children birth through age eight years. Guidance skills; observation tools; and techniques of redirecting behavior will be explored. Children's traumas, fears, and negative environmental issues will be identified and assessed. The prosocial environment will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Eight hours of required observations is assigned throughout the semester. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1040 _____ (3-0) 3 cr. hrs.
Early Childhood Health, Safety, and Nutrition

The course will focus on young children's (age birth through eight years) healthy environment. The child's environment includes all aspects that effect the child's health, safety and nutrition. National Health Standards are used to plan the child's healthy environment. Learning concepts are based on the response to the standards in an effort to provide an optimal learning environment for the young child. The healthy learning environment and record keeping techniques required for state licensing will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Eight hours of required observations is assigned throughout the semester. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1060 _____ (3-0) 3 cr. hrs.
CDA Credential Prep

The course is used to prepare the student for the final credential assessment process required by Washington D.C. Council for Professional Recognition. In addition to the

9 college credit hours (ECE1000, 1020, and 1040), the student must be able to document 480 hours within the past five years working with children in a child care setting. The student can also document hours with young children during the (3) 16 week courses by volunteering a minimum of five hours per week in an instructor approved child care program.

ECE1200 _____ (3-0) 3 cr. hrs.
Caring for School Age Children

The course is intended to provide a developmental overview of children ages five to twelve years of age. It focuses on after school and summer care of school age children. The child's learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. The student will plan and implement DAP lessons and activities. The family and community involvement will be used to prepare the student for needed resources to enhance the program's effectiveness in caring for school age children. The learning environment will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Two hours of required observations is assigned throughout the semester. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE1220 _____ (3-0) 3 cr. hrs.
Home Visits

The course is intended to provide a developmental overview of children ages six to twelve years of age. It is focused on after school and summer care of school age children. The child's learning environment will be identified through the planning and implementation of school-age activities, materials and equipment needed in the program. Best practice and developmentally appropriate practice techniques will be used in the planning process of the school age environment. Observation and limited (five hours) practicum experiences will enhance the student's knowledge of the school age child's development. The student will plan and implement DAP lessons and activities. Current theories and theorists will be explored in the application of effective teaching techniques. The family and community involvement will be used to prepare the student for needed resources to enhance the program's effectiveness in caring for school age children. State agencies requiring home visits will be identified through the utilization of observation and an appropriate interview process. Two hours of required observations is assigned throughout the semester. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2002 _____ (2-4) 4 cr. hrs.
Practicum Classroom Experiences*Prerequisite: EDU1300 and ECE1000.*

It is recommended to take this course the semester before qualifications have been met for graduation. The focus of this course is to apply learned concepts of planning, observing, and documenting the growth and development of young children. The student will plan and apply the learned concepts in a (15 week) four-hour practicum classroom experience and (2 hour) 15 week (fifty minute) lecture. The practicum experiences will apply to preschool age children 3-5 years of age. Children's portfolios will be examined as a method to assess the success of the child. The early childhood practicum will be completed in a Developmentally Appropriate (DAP) environment. Four hours of required practicum classroom experience is assigned each week for a total of sixty hours. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2020 _____ (3-0) 3 cr. hrs.
Emerging Language and Literacy

The course explores the development of language from birth through five years; print-rich environments and print awareness; and pre-reading skills necessary for kindergarten preparedness. The integration of language experience and the systematic approach to several teaching techniques are identified throughout the course to prepare the early care and education teacher for working with young children birth through eight years of age. The emerging language and literacy techniques will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Four hours of required observations is assigned throughout the semester. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2040 _____ (3-0) 3 cr. hrs.
Home, School and Family

The course explores the positive relationships between the early childhood teachers, program staff, parents/families, and the community. Collaboration techniques; communication skills; and parent/provider/child/community partnerships are the primary focus of the course. Family partnerships will be explored through the utilization of observation in a Developmentally Appropriate (DAP) environment. Four hours of required observations is assigned throughout the semester. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2120 _____ (3-0) 3 cr. hrs.
Introduction to Young Children with Special Needs

The course will focus on the learning differences in the children birth to age eight. Special need programs and resources will be identified to assist teachers, parents, and children in order to assist in the understanding and resources available for future success of the child. The methods and materials used for early identification, intervention and inclusion of infants, toddlers and preschoolers will be explored. Cultural diversity will also be emphasized in order to gain understanding of differing family values and expectations. Family and professional collaboration will be explored to address the impact of the special needs child on the family. Modifications of environments will be identified through the utilization of observation in a Developmentally Appropriate (DAP) environment. Two hours of required observations is assigned throughout the semester. Note: Assigned artifacts reflecting the core competencies will be collected for the capstone course.

ECE2300 _____ (1-0) 1 cr. hr.
Professional Portfolio Assessment

The course is intended to assess the technical skills of training and educating students in the field of early care and education. The portfolio is a required final assessment of the student's work in the child development degree plan. The collected and assigned artifacts for the portfolio assessment are illustrations of course competencies met throughout the AAS in Child Development. Note: The student must have completed 45 hours in AAS/Child Development or last semester before graduation.

EDUCATION**EDU1100** _____ (3-0) 3 cr. hrs.
Psychology of Adolescence*Prerequisite: PSY1130.*

An introduction to the developmental factors and issues to the period from puberty to adulthood with emphasis upon conditions leading to optimal development.

EDU1300 _____ (3-0) 3 cr. hrs.
Child Development

This course studies the development from conception through adolescence. It reviews theories related to the four areas of development: cognitive, physical, language, and social/ emotional. It explores the relationships and effects of the environment on the developmental areas as they apply to the developing child. Brain research will be reviewed at each area of development. This will assist in the understanding of how the learning process is affected by the child's learning environment.

EDU2020 _____ (3-0) 3 cr. hrs.
Children's Literature*Prerequisite: EDU2040 or ECE1000.*

This course is designed to acquaint the elementary teacher with strategies for promoting literacy in children, identifying criteria for selecting quality children's literature, and formulating techniques for using literature in the classroom.

EDU2040 _____ (3-0) 3 cr. hrs.
Foundations of Education*Prerequisite: ENG1330 with a grade of "C" or better.*

This course is designed to examine the historical, philosophical, sociological, political, economic, and legal foundations of American public education system. Students will explore the nature of school environments, designs, and organization of school curricula and characteristics of effective schools and instruction in grades P-12. Educational structures, practices, and projections for the future will be studied.

EDU2100 _____ (3-0) 3 cr. hrs.
Teaching Profession with Field Experience*Prerequisite: ENG1330 with a grade of "C" or better.*

This course provides students an opportunity to observe teaching and learning for 30 hours or more in P-12 classrooms. Students are introduced to the requirements for teacher preparation and certification. Students will examine characteristics of effective teaching. The course is designed to assist students in determining if a career in teaching is an appropriate goal.

EDU2200 _____ (3-0) 3 cr. hrs.
Technology for Teachers*Prerequisite: ENG 1330 and EDU2040 with a grade of "C" or better.*

In this course students will learn how to integrate instructional technology into the P-12 classrooms. Students will study a variety of software programs, presentation technology, and telecommunication tools. The focus will also be on social, ethical, legal, and human issues surrounding the use of technology.

EDU2320 _____ (3-0) 3 cr. hrs.
Educational Psychology*Prerequisite: EDU2040 with a grade of "C" or better.*

This course is designed to help students relate the application of psychological principles to teaching, learning, and assessment and the educational practice in P-12 classrooms. It will focus on the learner and the learning process, teacher characteristics, and classroom processes that increase student motivation. Student diversity and appropriate instructional

strategies for students with special needs will also be introduced.

EDU2400 _____ (3-0) 3 cr. hrs.
Infant and Toddler Methods and Materials*Prerequisite: EDU1300.*

The course examines the areas of development during a child's first three years of life. It examines the current theories and practices of the developmental domains during infancy and toddler hood. The growth and development of the young child is applied through the use of developmentally appropriate active learning activities. An early childhood curriculum is used to determine the choices of developmentally appropriate activities and lesson plans. The student is challenged to meet the developmental needs by planning for the environment with appropriate materials and equipment. Observation of infants and toddlers during their daily routines and activities are documented and used to prepare the student for working with young children.

EDU2420 _____ (3-0) 3 cr. hrs.
Organization and Management of Early Childhood Programs*Prerequisite: EDU1300.*

The course emphasizes the operation and management of early childhood programs. The program goals, objectives and outcomes are evaluated in order to provide a quality program in order to meet the needs of the community. Issues related to staffing, curriculum, and program planning are identified as a part of the program's goals and outcomes. The focus of planning and budgeting for the learning environment is addressed through the assessment of staffing needs, program materials and equipment. The needs of the community are also assessed as a part of the planning process.

EDU2600 _____ (1-0) 1 cr. hr.
Portfolio Assessment*Prerequisite: EDU2040 and EDU2200 with a grade of "C" or better.*

This class is the capstone course in the education department's sequence of pre-professional teacher education courses. Course content will include a systematic analysis and review of each student's portfolio. Students must complete their portfolios and pass the C-Base with a 235 in each section to receive a passing grade for this class.

ELECTRICAL/ELECTRONIC TECHNOLOGY**EEE1500** _____ (3-0) 3 cr. hrs.
Basic Electronics

A study of basic electronic theory. OHM's Law as applied to D. C. and A. C. series and parallel resistance, inductance and capacitance circuits.

EEE1550 _____ (3-0) 3 cr. hrs.
Electrical Systems

An introductory study of basic alternating current theory, emphasizing voltage, reactance, resonance, single and three phase power, and network analysis.

EEE1580 _____ (3-1) 3 cr. hrs.
Practical Electronics I, Motors and Generators*Prerequisite: EEE1500 or instructor consent.*

A combination lecture/laboratory course covering basic electrical/electronic fundamentals and the proper use of electronic test equipment. The course includes a study of inductance, capacitance, resonant circuits, motors and generators with hands-on laboratory experience.

EEE1600 _____ (3-2) 3 cr. hrs.
Practical Electronics II*Prerequisite: EEE1580 or instructor consent.*

A continuation of EEE1580, the course covers more complex circuits and applications of solid state devices including transistors, integrated circuit, OP-AMP's, SCR's multi-variables, timing circuits and logic circuits.

EEE1710 _____ (3-0) 3 cr. hrs.
National Electrical Code*Prerequisite: Instructor consent.*

A course designed to update electrical workers and electricians with the ever changing National Electrical Code.

EEE1910 _____ (3-0) 3 cr. hrs.
Electronic Servicing*Prerequisite: MAT0950.*

Teach the basic principles of process automation and demonstrate the application of these principles in modern industrial practice. This is an introductory or first level course. The course is intended to be both theoretical and practical to show the basic concepts of process control theory and how these concepts are used in daily practice.

EEE1940 _____ (4-0) 4 cr. hrs.
Digital Computer Electronics*Prerequisite: EEE2000.*

Introduction to microprocessors and microcomputers. The emphasis will be on internal architecture and communication between processors and the outside world.

EEE1970 _____ (3-0) 3 cr. hrs.
Programmable Logic Controllers*Prerequisites: EEE1940 and EEE2000.*

This course offers a learning opportunity that covers a wide range of the applications of electronics in the fields of automation and fluid power control. Programmable logic controllers are the brains controlling the majority of current automation.

EEE2000 _____ (3-0) 3 cr. hrs.
Solid State Electronics*Prerequisites: EEE1600 or instructor consent.*

A study of semiconductor diodes and bipolar transistors. The course includes atomic physics fundamentals as it applies to semiconductor devices, rectifier circuits, bias and stabilization of various solid state circuits.

EEE2020 _____ (2-0) 2 cr. hrs.
Basic Soldering Techniques

Students will receive instruction and training in electronic soldering and wire wrapping techniques and in applying these skills in the repair of printed circuits, hard wired circuits.

EEE2040 _____ (3-0) 3 cr. hrs.
Digital Electronics I*Prerequisites: EEE1500 or instructor consent.*

An introduction to microcomputers and microprocessors; programming an 8080 microprocessor and tracing and building electronic microprocessor circuits.

EEE2060 _____ (3-0) 3 cr. hrs.
Digital Instrumentation Electronics*Prerequisite: EEE2000.*

A continuation of EEE2040. More advanced computer circuits are bread boarded and the use of logic probes are used for troubleshooting bread board circuits, interfacing of OP-AMPS with A/D Convertors to computer circuits and the testing of these circuits.

ENGINEERING**EGN2130** _____ (3-0) 3 cr. hrs.
Engineering Mechanics-Statics (fall)

Prerequisites: PHS2230 and MAT2150 with a grade of "C" or better.

This course covers the principles of mechanics as applied to problems in which the structures considered are in static equilibrium. The topics considered include the algebra of vectors, force systems, friction, centroids and moment of inertia.

EGN2220 _____ (2-0) 2 cr. hrs.
Engineering Mechanics-Dynamics(spring)

Prerequisite: Should be preceded by EGN2130.

Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

EGN2230 _____ (3-0) 3 cr. hrs.
Engineering Mechanics-Dynamics(spring)

Prerequisite: Should be preceded by EGN2130.

Application of the principles of mechanics to engineering problems of motion: force, mass, and acceleration, work and energy, impulse and momentum.

EGN2340 _____ (4-0) 4 cr. hrs.
Introduction to Electrical Engineering (spring)

Prerequisites: PHS2240 and preceded or accompanied by MAT2250.

Circuit elements, signals, Kirchoff's laws, network theorems, mesh and nodal analysis, transient and complete response of RL, RC, and RLC circuits.

ENGLISH/COMMUNICATIONS

Students are required to have placement scores (ACT or Compass) in order to enroll in English Composition classes.

Courses that begin with "0" after the ENG prefix are considered developmental courses.

Students seeking the AA, AAT and AGS degrees must take 1000-level (or above) courses in order to satisfy the Communications requirement.

ENG0800 _____ (3-0) 3 cr. hrs.
English as a Second Language I

Prerequisite: TOEFL score of or below 500 (paper-based), 173 (computer-based), or 61 (internet-based).

An intensive course for international students, this class will offer a college-level review of grammar and vocabulary for ESL students, emphasizing target grammar concepts, sentences and paragraph structure, vocabulary, idioms and reading skills. This course is not applicable toward an Associate Degree.

ENG0820 _____ (3-0) 3 cr. hrs.
English as a Second Language II

Prerequisite: TOEFL score above 500 (paper-based), 173 (computer-based) or 61 (internet-based) or ENG0800 with a grade of "C" or better.

This course offers advanced instruction for non-native-speaking students in college-level English reading comprehension and writing. Students will read, discuss and analyze short stories, essays, poetry and magazine articles, as well as refine basic composition skills, including sentence, paragraph and essay-writing. This course is not applicable toward an Associate Degree.

ENG0900 _____ (3-0) 3 cr. hrs.
Reading Improvement

Prerequisite: ACT score 0-11 or Compass Reading score of 0-50.

This course provides an opportunity to improve reading comprehension, reading speed and vocabulary skills. Designed for students reading below high school level.

ENG0960 _____ (3-0) 3 cr. hrs.
Basic Writing Skills I

Prerequisite: ACT English score 0-12 or Compass Writing score of 0-26.

Basic Writing Skills I primarily emphasizes correct grammatical usage of the English language. The course concentrates on mechanics — e.g., agreement, sentence structure, punctuation, parallelism, etc. Paragraph writing is also studied. Does not apply toward AA or AAT degree.

ENG0970 _____ (3-0) 3 cr. hrs.
Basic Writing Skills II

Prerequisite: ACT English score 13-17, Compass English/Writing score of 27-69, or a grade of "C" or higher in ENG0960 or Learning Center Modules ENG0210, ENG0220 and ENG0230.

Basic Writing Skills II primarily emphasizes efficiency in paragraph writing and diction. It includes a review of sentence structure, grammar, and punctuation. Does not apply toward AA or AAT degree.

ENG0990 _____ (3-0) 3 cr. hrs.
College Reading and Study Skills

Prerequisite: ACT Reading score 12-17 or Compass Reading score of 51-80.

A refresher course in study activities necessary for success in college. It is designed to increase a student's reading efficiency by concentrating on improvements in vocabulary, comprehension, and reading rates. Notetaking, test-taking, and other study skills are taught as a regular part of the class. Open to all students. Does not apply toward AA or AAT degree.

ENG1000 _____ (1-0) 1 cr. hr.
Writing a Research Paper

Designed to teach the student the procedure and mechanics of writing a research paper. Open to all students.

ENG1050 _____ (1-0) 1 cr. hr.
Use of Library Resources

Designed to help students use the Learning Resources Center more effectively. Open to all students.

ENG1330 _____ (3-0) 3 cr. hrs.
English Composition I

Prerequisite: ACT 18+; or Compass English/Writing score of 70+; or completion of ENG0970 or modules (ENG0240, ENG0250 & ENG0260) with a "C" or above.

English Composition I is a purpose-based writing course designed to guide the student through writing based on the rhetorical situation. Importance is placed on mastery of writing necessary to the student's education and career. Emphasis will be placed on using critical thinking necessary to a writing process and producing clear, organized, and well-developed writing. Instruction will also include basic research skills, MLA guidelines, mechanics, usage, and grammar.

ENG1340 _____ (3-0) 3 cr. hrs.
English Composition II

Prerequisite: ENG1330 with a grade of "C" or better.

This course emphasizes argument, critical thinking, research and documentation. Students will be expected to read critically

and synthesize information cogently and effectively.

ENG1360 _____ (3-0) 3 cr. hrs.
Creative Writing

Prerequisite: ENG1330 with a grade of "C" or better.

A course in which the student will practice the rudiments of creative writing. Units studied will focus on writing original poetry and prose.

ENG1430 _____ (3-0) 3 cr. hrs.
Exposition

Prerequisite: ENG1330 with a grade of "C" or better.

A course in critical, analytical, and explanatory writing. Short writing assignments focus on particular problems in expository writing, such as description, casual analysis, and classification. Other assignments include a critical analysis of a short literary work, a review of a film or play, and a research project.

ENG1440 _____ (3-0) 3 cr. hrs.
Public Speaking

A course that emphasizes effective communication in public situations through the design and delivery of informal speeches, open forum discussions, and practice in impromptu and extemporaneous speaking.

ENG1460 _____ (3-0) 3 cr. hrs.
Argumentation and Debate

Prerequisite: ENG1440 with a grade of "C" or better.

A course which covers the principles and ethics of persuasion, persuasive speaking, and debate.

ENG1570 _____ (3-0) 3 cr. hrs.
Introduction to Literature: Prose, Poetry and Drama

Prerequisite: ENG1330 with a grade of "C" or better

An introductory survey of the prose forms of literature, primarily short story, novel and drama, as well as the basic methods of poetry. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for appreciating serious literature. This is a reading intensive course.

ENG1670 _____ (3-0) 3 cr. hrs.
Interpersonal Communications I

A "whole person" approach to oral communication between individuals using empathy, personal awareness, concern for others, and respect for individual differences. Will engage in "what if" discussions of everyday situations as well as emotionally sensitive interactions. Focus will be placed on thinking about the "how" and "why" of person-to-person contact. Open to all students.

ENG2000 _____ (3-0) 3 cr. hrs.
Interpretation of Literature

Students will study prose, fiction, poetry, and drama primarily from three points of view: literary analysis, individual performance, and adaptation. This is a reading intensive course.

ENG2330 _____ (3-0) 3 cr. hrs.
English Literature I

Prerequisite: ENG1330 with a grade of "C" or better.

A survey study of major authors and their works from the early Middle Ages through the eighteenth century. Major figures studied include Chaucer, Shakespeare, Milton and Pope.

ENG2340 _____ (3-0) 3 cr. hrs.**English Literature II**

Prerequisite: ENG1330 with a grade of "C" or better.

A survey study of major authors from the nineteenth century Romantic writers through the twentieth century. Authors studied include Austen, Wordsworth, Byron, Tennyson, Browning, Yeats, Conrad, Joyce, and Orwell.

ENG2430 _____ (3-0) 3 cr. hrs.**American Literature I**

Prerequisite: ENG1330 with a grade of "C" or better.

The primary purpose of this course is to help students understand and appreciate early American literature. Covering the Puritan Period, Revolutionary Period, and Romantic Period, nonfiction essays, journals, short stories, and poetry will be studied. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. This is a reading intensive course.

ENG2440 _____ (3-0) 3 cr. hrs.**American Literature II**

Prerequisite: ENG1330 with a grade of "C" or better.

The primary purpose of this course is to help students understand and appreciate American literature from the late nineteenth century to the late twentieth. Specific periods covered are the Realistic/Naturalist Period, Modernist Period, and Post-Modernist Period. Classes are discussion oriented, with lectures provided to introduce historical information, facts about the authors, and terminology peculiar to particular periods and genres. This is a reading intensive course.

ENG2460 _____ (3-0) 3 cr. hrs.**Readings in Short Fiction**

Prerequisite: ENG1330 with a grade of "C" or better.

A course focusing on reading short stories, poetry, and novellas. Instruction in interpretative criticism and stylistic explication of assigned work with emphasis on elements of style and discussion of themes. This is a reading intensive course.

ENG2490 _____ (3-0) 3 cr. hrs.**Literature of the American South**

Prerequisite: ENG1330 with a grade of "C" or better.

This course will examine literary expression and cultural identity of the American South, considering how Southern writers approach the topics of race, gender, class, and religion; recognizing the South as both a part of America and a fiercely independent region. The course will trace issues from the 19th century through to the Modern South of the mid 20th century, emphasizing critical thinking and analysis. Special emphasis will be given to student led discussions, presentations, and research projects.

ENG2492 _____ (3-0) 3 cr. hrs.**Women's Literature**

Prerequisite: ENG1330 with a grade of "C" or better.

This course focuses on the idea, experiences and perceptions of women in various literary genres. The course will explore the political, historical, social and religious contexts in which women live and write.

ENG2500 _____ (3-0) 3 cr. hrs.**Multicultural Literature**

Prerequisite: ENG1330 with a grade of "C" or better.

This course is designed to give students an introduction and appreciation to other cultures

different from their own through the reading of stories and poetry by authors who represent various worldwide cultures. Short papers will be required. This is a reading intensive course. (Cultural diversity course.)

ENG2530 _____ (3-0) 3 cr. hrs.**Young Adult Literature**

Prerequisite: ENG1330 and EDU2040.

A course engineered for secondary education majors with course content focusing on poetry, prose, and novels for young adults. Special attention is given to literary forms and terminology. Emphasis is also placed on developing skills in critical reading and the attitude needed for understanding and appreciating literature. (Cultural diversity course.)

ENG2560 _____ (3-0) 3 cr. hrs.**Creative Nonfiction**

Prerequisite: ENG1330 with a grade of "C" or better.

This course will investigate a variety of issues surrounding the genre of creative non-fiction. These issues will include defining the genre, ethical concerns faced by the authors, the evolution of the genre, and many others. A strong emphasis will be placed on reading and discussion. Student evaluation will be based on exercises and exams that require critical analysis and mimesis.

ENG2580 _____ (3-0) 3 cr. hrs.**Poetry and the Human Experience**

Prerequisite: ENG1330 with a grade of "C" or better.

This course will investigate the impact of the culture of poetry and frequently the impact of poetry on culture. The work of poets from a variety of cultures around the world and from a number of American subcultures will be examined. In addition to addressing the connection between culture and poetry, basic literary styles and forms will be studied. A strong emphasis will be placed on reading and discussion. (Cultural diversity course)

FIRE SCIENCE**FST1000 _____ (Arr.) 3 cr. hrs.****Introduction to Firefighting**

This course is designed to prepare the FST student in the first phase of classroom instruction for fire fighter certification (through Missouri Fire Marshal's Office). This course will use the Missouri Division of Fire Safety's Basic Firefighters 36-hour course, combined with a basic Hazmat, awareness course and incident command system NIMS 700.

FST1005 _____ (Arr.) 3 cr. hrs.**Fundamentals of Fire & Emergency Services**

This introductory course is organized to assist students in achieving success as educated, critically thinking firefighters. Providing history of the fire service, career opportunities, and education, in addition to fire dynamics, fire prevention, and more, in order to provide a comprehensive overview of the fundamentals of fire service.

FST1050 _____ (Arr.) 12 cr. hrs.**Firefighter Technology**

This comprehensive course of instruction develops the required knowledge and skills expected of firefighters pursuing certification by the Missouri Division of Fire Safety for the rating of Firefighter I and Firefighter II. Students must pass classroom instruction and practical skill demonstrations with a minimum of 80% proficiency.

FST1080 _____ (Arr.) 1 cr. hr.**Self-Contained Breathing Apparatus**

Prerequisite: FST1050 or instructor consent.

This advanced course is designed to instruct the student in the use of the SCBA functions for all purposes of safe fire fighting and the importance of personal safety.

FST1110 _____ (Arr.) 1 cr. hr.**Vehicle Fire-Fighting**

This course covers different types of vehicle fires, engine interior and exterior. The hazards and proper equipment and procedure to properly and safely extinguish vehicle fires will be the major topics.

FST1150 _____ (Arr.) 1 cr. hr.**Pump Operations**

Prerequisite: FST1050. Math and TEC1070 Unified Technical Concepts I are recommended.

Pump Operations traces the history of fire service pumps, develops the theory of operations and develops practical skills in the operation of fire service pumps.

FST1200 _____ (Arr.) 1 cr. hr.**Fire Prevention**

Prerequisite: FST1050.

Fire Prevention introduces the student to basic inspection procedures, general fire safety, and occupancy classifications for courtesy inspections by fire departments. It is a preparation for the Division of Fire Safety Inspector certification course.

FST1310 _____ (Arr.) 1 cr. hr.**Emergency Vehicle Driving**

Emergency Vehicle Driving covers the topics of regulations, physical forces, safe operation and maintenance of vehicles used in the fire and emergency vehicle services. Practical exercises develop skills used in responding to every incident.

FST1312 _____ (Arr.) 1 cr. hr.**Highway Safety for the First Responder**

This course is designed to assist the students with making emergency scenes safe, not only for the citizens they serve, but for them as responders as well.

FST1314 _____ (Arr.) 1 cr. hr.**Calling a Mayday**

This course is designed to increase the student's awareness that as an emergency responder they may be required to call a mayday or respond to a mayday incident. It is recognized by the National Fire Academy.

FST1330 _____ (Arr.) 1 cr. hr.**Ropes and Rappelling**

This course develops knowledge of ropes and vertical rescue techniques into practical application. Participants will become proficient in tying knots, rigging rope rescue systems and caring for rope equipment. This course is a component of Rescue Technician skills.

FST1340 _____ (Arr.) 1 cr. hr.**Foam Applications**

This course expands on the participant's knowledge of foam agents, types of foam, foam properties, equipment and systems. Practical skills include the preparation of solutions, equipment and the application of foam to fires.

FST1360 _____ (Arr.) 1 cr. hr.**Salvage and Overhaul**

The salvage component of this course expands the participant's ability to protect property before or during a fire. The overhaul component increases the skills used in locating hidden sources of ignition.

**FST1370 _____ (Arr.) 1 cr. hr.
Ventilation**

This course will develop the participant's ability to change the atmospheric conditions within a structure or area using the concepts of positive, negative, and hydraulic theory of ventilation.

**FST1380 _____ (Arr.) 1 cr. hr.
Water Supply**

Sources of water, supply systems and moving water increases the participant's ability to provide water at the fire scene.

**FST1390 _____ (Arr.) 1 cr. hr.
Natural Cover Fires**

This course covers the concepts of weather and geographic factors, equipment, tactics and safety related to this specialized fire suppression skill. Certification to national standards may be possible at the conclusion of the course.

**FST1400 _____ (Arr.) 1 cr. hr.
Industrial Fire Brigade**

This course is designed to meet the needs of fire suppression and personnel safety in industrial settings. The knowledge and skills developed in this course will contribute to employability in some situations.

**FST1420 _____ (Arr.) 2 cr. hrs.
Hazardous Mat/Receiving Handling**

This course will provide the basic information needed to handle a hazardous materials incident, including legalities, identification, transportation, scene management, containment, and finalization of the incident.

**FST1500 _____ (Arr.) 1 cr. hr.
Vehicle Extrication - Special**

This course addresses the specialized topics of removing victims from special vehicles. It will cover the specifics of the methods of extricating victims from all types of special vehicles and the nomenclature to act quickly in an emergency.

**FST1510 _____ (Arr.) 1 cr. hr.
Vehicle Extrication – Big Rig**

This course will instruct and demonstrate continuation of the extrication course involving big rigs. Those vehicles are larger than passenger and may cover commercial, oversized work vehicles, dump trucks, construction, busses, trailers, and 18 wheelers.

**FST1520 _____ (Arr.) 1 cr. hr.
Vehicle Extrication – Passenger**

This course addresses the specialized topics of removing victims from passenger vehicles. It will cover the specifics of the methods of extricating victims from all types of passenger vehicles. The tools necessary for the special removal of passenger vehicles will be utilized under the directions of qualified instructors. New car instruction will be given strongly considering air bags and all new dangers to look out for.

**FST1600 _____ (Arr.) 1 cr. hr.
Training Operations in Small Departments**

This course is designed to provide the students with the essential tools and skills to lead and manage a training program in a small department.

**FST1620 _____ (Arr.) 1 cr. hr.
Managing Company Tactical Operations**

The course provides an effective approach to meet the needs of company officers responsible for managing the operations of one or more companies in structural fire fighting operations.

**FST1630 _____ (Arr.) 1 cr. hr.
Principles of Building Construction/Non-Combustible**

This course addresses the need for fire service incident commanders to understand building construction and fire resistant requirements in order to conduct fire scene operations safely and make sound strategic decisions.

**FST1640 _____ (Arr.) 1 cr. hr.
Shaping the Future**

This course provides students with an understanding of concepts, functions, and responsibilities at the intermediate level, as well as issues affecting mid-level management personnel in the fire service.

**FST1660 _____ (Arr.) 3 cr. hrs.
Sociological Changes in the Fire Service**

This course is designed to provide a sociological perspective to all levels of fire service personnel by promoting an understanding of the pervasive influences of culture, race, ethnicity and multicultural communities on fire service organizations and the people who work within them. The focus of this course is to enhance the ability of the fire service personnel to effectively conduct cross-cultural contacts with citizens and coworkers who may originate from diverse backgrounds. This course is intended for FST majors only.

**FST1680 _____ (Arr.) 2 cr. hrs.
Building Construction for the Fire Service**

This course provides an understanding of the principles of building construction has on firefighting strategy. It explains building materials and processes that are involved in the construction of structures.

**FST1700 _____ (Arr.) 1 cr. hr.
The History of Firefighting**

This course takes a survey of political, economic, social, cultural and constitutional developments in Missouri and the U.S. relating to firefighting and the development of the fire service standards and codes from the 1500s to the present. This course is intended for FST majors only.

**FST1702 _____ (Arr.) 3 cr. hrs.
Fire Service Law**

This course provides an overview of the law and how it affects the Fire Service while providing services to the community and how the law affects Firefighters at work.

**FST2070 _____ (Arr.) 1 cr. hr.
Fire Service Hydraulics**

Prerequisite: FST1050, and math credit.
Fire Service Hydraulics addresses the topics of water supplies, hydraulic theory, fire-ground flow, friction loss, and pump discharge. The course is intended for the experienced fire fighter working toward engineer.

**FST2080 _____ (Arr.) 3 cr. hrs.
Practical Applications of Hydraulic Theory of Firefighting**

Prerequisite: FST1050.
This course is designed to further the student's understanding of everyday applications of hydraulics as it relates to water applications within firefighting. Formulas used in pumping water, moving it in hoses, and discharging it from nozzles are developed and examined in detail. It serves as preparation for firefighters seeking certification through the Missouri Division of Fire Safety as a Fire Apparatus Driver/Operator. This course is intended for FST majors only.

**FST2090 _____ (Arr.) 1 cr. hr.
Vertical Rescue**

Prerequisite: FST1330.
This course is designed to advance the knowledge and skills introduced in Ropes and Rappelling. Organizational procedures, self rescue, and victim rescue skills will enable the participant to work safely and effectively as a member of a vertical rescue team.

**FST2110 _____ (Arr.) 1 cr. hr.
Advanced Vertical Rescue**

Prerequisite: FST2090.
Using advanced vertical rescue developing additional technical skills necessary to participate in a rope and technical rescue team. Skills include load distributing systems, high line systems, ropes based raising systems, and litter attendant.

**FST2130 _____ (Arr.) 2 cr. hrs.
Introduction to Fire Inspections, Principles and Practices**

This course helps new fire inspectors understand the scope of knowledge required and identifies the various steps in the inspection procedures.

**FST2140 _____ (Arr.) 3 cr. hrs.
Technical Principles and Practices of Fire Prevention**

This course provides a broad framework for individuals who have little or no experience in fire inspections. This frame of reference will help the new inspector to understand the scope of knowledge required and to identify the various steps in the inspection process.

**FST2150 _____ (Arr.) 1 cr. hr.
Principles of Building Construction/Combustible**

This course is designed to provide knowledge about the classification system of buildings, the importance of fire resistance for structural support elements, and the risks associated with performing fire suppression activities inside and around buildings involved in fire.

**FST2160 _____ (Arr.) 1 cr. hr.
Introduction to Wilderness Search and Rescue**

This course will introduce students to wilderness search and rescue and the skills needed to identify, size up and implement a wilderness search.

**FST2180 _____ (Arr.) 1 cr. hr.
Advanced Wilderness Search and Rescue**

Prerequisite: FST2160 or instructor consent.
This course is a continuation from FST2160 and is designed to provide the successful student with advanced knowledge and skills for locating and helping individuals in an outdoor setting. It provides instruction and practical exercises that advance the student's knowledge and skills within this subject, including the addition of stressors to provide realism to the situations posed for problem-solving.

**FST2220 _____ (Arr.) 1 cr. hr.
Managing in a Changing Environment**

The course will focus on the four major areas having an impact on the future of fire service, economic, social, political, and technological influences.

**FST2224 _____ (Arr.) 3 cr. hrs.
Strategic and Tactical Considerations on the Fireground**

This course provides information to Incident Commanders for the standardization and implementation of one standard management tool for those operating on the scene of emergencies.

FST2300 _____ (Arr.) 3 cr. hrs.
Fire Investigation*Prerequisite: FST1050.*

Fire Investigation addresses the information necessary to determine the cause and origin of a fire. Successful completion of the course may prepare the participant to take the Division of Fire Safety certification examination.

FST2320 _____ (Arr.) 1 cr. hr.
Incident Command System: Basic

This course is designed to introduce and define the incident command system and its evolution into an effective system for emergency management that is used in emergency situations that include fires, hazmat, and natural disasters. The course will be conducted in compliance with the Federal Emergency Management Institute and the National Fire Academy.

FST2330 _____ (Arr.) 1 cr. hr.
Incident command System: Intermediate*Prerequisite: FST2320.*

The course provides information for personnel from agencies other than first response agencies and how they will be called upon to work under the incident command system. Large events will be emphasized.

FST2340 _____ (Arr.) 1 cr. hr.
Incident Response to Terrorism

Within the fire fighter instruction is introduced the Homeland Security courses necessary for fire fighters to respond to expected and unexpected forms of terrorism. Instruction will include the prepared terrorism response methods supplied by the Homeland Security Offices from the Federal and Missouri State Governments.

FST2350 _____ (Arr.) 1 cr. hr.
Incident Command System: Advanced*Prerequisite: FST2330.*

This course is intended to train personnel who may be assigned to large incidents in the critical aspects of major incident management and area command.

FST2360 _____ (Arr.) 1 cr. hr.
Drug Lab Awareness Operations

This course presents the physical conditions, human activities and hazardous materials commonly found at clandestine drug labs in a variety of locations. The awareness section of this course will focus on discovering the presence of the illegal lab, applicable laws and regulations, and actions to reduce risk to emergency responders. Operations will focus on actions available to or mandated for operations level responders which review awareness level response. Defining and recognizing high risk and low risk work zones, actions plan development for command centers, isolation, decontamination, triage, mitigation, and documentation will also be exercised.

FST2380 _____ (Arr.) 1 cr. hr.
Rapid Intervention Teams

This course will address various techniques including, how to drag a downed fire fighter, SCBA change profile, removing a SCBA from a fire fighter, lowering a fire fighter to safety. Safety awareness for low profile ladder escapes will be conducted during the hands-on skills portion of this course.

FST2400 _____ (Arr.) 2 cr. hrs.
Hazardous Materials Operations*Prerequisite: FST2420.*

This course meets the objectives of NFPA 472 and OSHA 29CFR1910.120. Topics include laws and standards of hazardous materials, identifying placards and containers,

recognizing when there is the presence of a hazardous material, understanding materials safety data sheets and shipping papers, and using the North American Emergency Response Guidebook.

FST2420 _____ (Arr.) 1 cr. hr.
Hazardous Materials Awareness

A continuation of FST2400 with the exception of applied classroom instruction onto a practical course of instruction. The student will participate under requirements for proper wearing of equipment and safety issues.

FST2520 _____ (Arr.) 3 cr. hrs.
Fire Officer I*Prerequisite: FST1050.*

Course introduces and develops supervisory and management skills for the company officer. Organizational structure, communications, career development, fire ground supervision, safety and health and liability issues are included in the course.

FST2540 _____ (Arr.) 2 cr. hrs.
Fire Service Instructor I*Prerequisite: FST1050 or Instructor consent.*

This course introduces and develops knowledge and skills used to teach essential skills to firefighters from a prepared lesson plan. Instructional planning, psychology, presentation and evaluating results are supplemental with safety, legal considerations and training aids.

FST2560 _____ (Arr.) 2 cr. hrs.
Fire Service Instructor II*Prerequisite: FST2540.*

This course expands the knowledge and skills of the Fire Service Instructor I by developing an understanding of Instructor and Course development, evaluations and testing instruments are supplemented with course evolution management, administrative duties and supervision.

FST2580 _____ (Arr.) 2 cr. hrs.
Fire Service Personnel Management

This course provides fire department officers and prospective officers with established personnel management concepts and examines them as they are directly related to the fire service

GEOGRAPHY**GEO1130** _____ (3-0) 3 cr. hrs.
Regional World Geography

An introductory survey of the physical, cultural, economic, and political geography of the world's major regions including: Anglo-America, Asia, Europe, Latin America, North Africa and Southwest Asia and Sub-Sahara Africa.

GUIDANCE**GUI1000** _____ 3 cr. hrs.
Principles of College Success

A course designed to make the college experience comfortable and successful. A lively class format includes class discussions, guest lecturers and group activities on a wide range of subjects pertinent for school, career and personal success.

HISTORY

For students in the Arts & Sciences Division, the legal requirement in U.S. and state government and the history of American institutions may be met by completing six hours as follows:

1. POS1180 American Political Systems AND HIS1230 American History I; OR
2. POS1180 American Political Systems AND HIS1240 American History II.

HIS1100 _____ (3-0) 3 cr. hrs.
World Civilization I

A multi-cultural and comparative survey of the development of major world civilizations from the ancient period until 1500. (Cultural diversity course.)

HIS1130 _____ (3-0) 3 cr. hrs.
Western Civilization I

A study of the evolution of Western Civilization from the development of the earliest civilizations to the Age of Absolutism. (Cultural diversity course.)

HIS1140 _____ (3-0) 3 cr. hrs.
Western Civilization II

A study of the main problems of the western world from the Age of Absolutism to the present time. (Cultural diversity course.)

HIS1190 _____ (3-0) 3 cr. hrs.
History of Christianity

A study of the development of Christian thought and institutions from the late antiquity through the Reformation and beyond.

HIS1230 _____ (3-0) 3 cr. hrs.
American History I

A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States through the Reconstruction period. Partially fulfills Missouri state law requiring instruction in U.S. and Missouri constitutions. Requirements are listed at the beginning of this section.

HIS1240 _____ (3-0) 3 cr. hrs.
American History II

A survey of the political, economic, constitutional, diplomatic, social and cultural developments of the United States from the Reconstruction period to the present.

HIS1350 _____ (Arr.) 1 cr. hr.
Directed Studies in History (Honors)*Prerequisite: Consent of the department chairperson/instructor.*

The student enrolled for directed studies will investigate a specific topic or area within the field of history.

HIS 1360 _____ (3-0) 3 cr. hrs.
Latin American History

A survey of economic, political and social developments in Latin American 19th Century to the present. (Cultural diversity course)

HIS1520 _____ (3-0) 3 cr. hrs.
World Civilization II

A multicultural and comparative survey of the development of major world civilizations from approximately 1500 until the present. (Cultural diversity course.)

HEALTH**HLT1040** _____ (Arr.) 4 cr. hrs.
Basic Electrocardiography (4)

Prerequisite: An ACT reading score of at least 18 or an ACT COMPASS reading score of at least 81 and Math score of at least 36. CIS-1050, CIS-1750 or Instructor consent. Must have a declared major of: EMT, Paramedic Technology, Radiology or Nursing.

This course teaches healthcare students the rules and explanatory materials needed to understand, obtain and interpret basic single lead rhythms and 12-lead ECGs. This course will fulfill the needs of Allied Health students who strive to meet the basic requirements of advanced and critical care specialty training courses (e.g. ACLS, PALS, TNCC, ENPC, CATN, etc.) or seek additional Allied Health training for professional development.

**HLT1710 _____ (Arr.) 3 cr. hrs.
Emergency Medical Technician (EMT)
Refresher Course (3)**

Prerequisite: Graduate of a State Accredited EMT program or licensed EMT. CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.

This is a refresher/relicensure course to enhance the knowledge and experience of the relicensing EMT.

The course is designed to assure maintenance of a uniformly high level of proficiency in skills and training among EMTs and keep their training and competency equivalent to those of the EMT graduate. It provides basic content knowledge and skills practice integrating the theory behind the use of basic diagnostic and treatment procedures regarding the emergency management of acute & chronic medical illness and acute trauma related injury. The course meets or exceeds all EMT level National EMS Education Standards and Bureau of EMS relicensure requirements.

**HLT1762 _____ (Arr.) 12 cr. hrs.
Emergency Medical Technician (EMT) (12)**

Prerequisite: 60 or above on the Reading section of Compass Test or ENG1330. Age 18. Basic computer and internet skills. Must attend orientation on first class day.

This course provides basic instruction for delivering emergency medical services (EMS) as an EMT. Provided instruction: foundations of professional EMS practice, safety/wellness, ethics/legal issues, illness/injury prevention, pathophysiology, A&P, medical terminology, assessment, therapeutic communication, physical exam techniques, communications, documentation, diverse cultures, ventilatory management, resuscitation, medical/trauma emergencies, HAZMAT, geriatrics, pediatrics, ob/gyn, environmental, terrorism/disaster response, and MCI. Includes 210 didactic hours & clinical hours: 48 ED/36 ambulance. Course completion will allow student to register for NREMT licensure exam & apply for a Missouri State EMT license. The course exceeds EMT level NAEMSE and BEMS licensure requirements.

**HLT1770 _____ (Arr.) 6 cr. hrs.
Emergency Medical Responder (EMR) (6)**

Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.

This course provides the basic instruction for fire department personnel, law enforcement officers, and other volunteers in the delivery of initial emergency medical services (EMS). Includes 100 hours of instruction with arranged practical lab. The EMR is often the first to arrive on scene of an emergency, such as a motor vehicle collision, a heart attack, or a disaster. EMRs provide medical assistance and aide other emergency care providers. The EMR course will help you gain the knowledge, attitude, & skills necessary to be a competent, productive, and valuable member of the healthcare or public service team. The course exceeds EMR level NAEMSE and BEMS licensure requirements.

**HLT2080 _____ (3-0) 3 cr. hrs.
First Aid (3)**

Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.

In this course you will learn how to recognize and act in common emergency situations and to sustain life until professional help arrives. Content is based on the 2010 national guidelines for medical and trauma emergencies including CPR, choking care and using an automated external defibrillator (AED). Information on controlling bleeding, wounds

and soft tissue injuries, extremity injuries and splinting, burns, cold and heat emergencies, remote location first aid, and rescuing and moving victims will also be provided. A National Safety Council (NSC) completion card for First Aid and CPR completion card are available upon request with the course. CPR is required for course completion.

**HLT2082 _____ (3-0) 3 cr. hrs.
Wilderness First Aid (3)**

Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills.

This course provides instruction for the delivery of First Aid in a wilderness setting. You will learn how to recognize and act in common wilderness emergency situations and to sustain life until professional help is accessed. Content is based on the 2010 national guidelines for medical and trauma emergencies and includes: bleeding/wound care, animal attacks, bites and stings, heat/cold related illnesses, allergic reactions, dehydration, and waterborne illnesses. This class combines content presentation and resources with hands-on practical instruction and testing. Successful completion of a comprehensive written & practical exam will allow the student to receive certification as a Wilderness First Aid provider. CPR is a required part of course completion.

**HLT2350 _____ (3-0) 3 cr. hrs.
Medical Terminology I and Introduction to Pathology**

Prerequisite: ACT reading score of 13 or Compass reading score of 60.

This course is concerned with work analysis of medical terms. The general structure and function of body systems and some common pathological conditions will be covered.

**HLT2360 _____ (3-0) 3 cr. hrs.
Medical Terminology II**

Prerequisite: HLT2350.

This course is a continuation of HLT2350. It is a course of individualized instruction to increase the working knowledge of medical terminology.

**HLT2400 _____ (Arr.) 3 cr. hrs.
Intravenous Therapy**

Prerequisites: LPN with current license in Missouri, Practical Nursing student, or radiology student.

Prepare students to perform I. V. therapy. The course is designed to teach knowledge, skills, competencies and administration of intravenous therapy, which will qualify the Licensed Practical Nurse to perform this procedure safely within the limits defined by the Missouri State Board of Nursing.

**HLT2500 _____ (Arr.) 3 cr. hrs.
EMT Internship (3)**

Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills. Students must attend a mandatory orientation for their course section on the first scheduled class day. Must have current Missouri or NREMT EMT License or have graduated from a State accredited EMT program. Instructor approval required.

This course is an introduction of advanced Paramedic practice for EMT level students. It introduces initial advanced level practice theory, psychomotor skills, content, and 100 hours of field internship. Course content includes: Development as team leader, team dynamics and communication; introduction in ACLS skills; introduction in PALS skills; basic drug calculations, pharmacology, cardiology, fluids & electrolytes, and acid-base balances; basic rhythm interpretation; introduction to

waveform capnography; and introduction to medical assessment.

HORTICULTURE**HRT1010 _____ (5-0) 5 cr. hrs.
Introduction to Horticulture (fall)**

A course designed to explore the basic principles of horticulture and methods of practical application of these principles. Subjects such as plant propagation, taxonomy, and growth and development are presented in a comprehensive yet understandable manner. Includes land and greenhouse applications.

**HRT1030 _____ (3-0) 3 cr. hrs.
Mathematics for Horticulture (Web)**

A course in horticulture application of mathematics. The study will include treatment of measured data, applications of geometry and basic algebra. Practice sets will include word problems taken from actual horticulture situations.

**HRT1050 _____ (3-0) 3 cr. hrs.
Herbaceous Landscape Plants (spring)**

A study of major plants – annuals, perennials, bulbs, herbs and wildflowers that grow in the landscape garden. Identification, scientific name, growth habits and functional uses will be stressed.

**HRT1070 _____ (3-0) 3 cr. hrs.
Plant Propagation (spring)**

An introduction to common methods of commercial plant reproduction including seeds, cuttings, layering, grafting, and division. The course makes use of the greenhouse propagation facilities.

**HRT1092 _____ (3-0) 3 cr. hrs.
Woody Plants II (fall)**

A study of trees, shrubs, vines and ground covers with regard to their identification, scientific name, growth habit and landscape value. Special concern is given to the cultural aspects of proper planting in functional landscape design.

**HRT1150 _____ (3-0) 3 cr. hrs.
Applied Plant Pest Management (fall)**

A study of insects with special reference to taxonomy, life cycle, economic important and management. Insects that impact the agriculture/horticulture industry of Eastern Missouri will be the major topic. Plant diseases commonly encountered in the horticulture industry will also be discussed.

**HRT1210 _____ (3-0) 3 cr. hrs.
Introduction to Turfgrass Mgt (fall)**

A course in principles and practices of turfgrass propagation and management. Specialized practices relative to home lawn, golf courses, athletic fields, highway roadsides and seed and sod production will be presented. The biology and control of turfgrass pests will be discussed.

**HRT1310 _____ (3-0) 3 cr. hrs.
Floral Design I (fall) (odd year)**

A course which teaches students the principles and elements of design as they apply to flower arranging. Instructional methods includes lectures, design projects and extensive hands-on experience with fresh and silk floral materials.

**HRT1330 _____ (3-0) 3 cr. hrs.
Plants for Interior Design**

A course pursuing the increasingly popular interior landscaping where interior design skills are developed along with cultural management of tropical plants. The course stresses identification, scientific name,

HRT2010 _____ (3-0) 3 cr. hrs.
Floral Design II (spring) (even year)
Prerequisite: HRT1310.

A continuation of Floral Design I. In Floral Design II, students move beyond the basics and study advanced topics such as funeral and wedding work. Topics of discussion will include business practices of a retail flower shop: advertising; shop layout; employment management; and a business plan.

HRT2092 _____ (3-0) 3 cr. hrs.
Landscape Design (fall)

A detailed study of the functional uses of ornamental plants. Landscape design is explored with concern for design development, site analysis, plant graphics, lettering and computer aided design. The principles and elements of design are stressed to create pleasing functional designs.

HRT2170 _____ (3-0) 3 cr. hrs.
Horticulture Maintenance (spring)

Prerequisites: HRT1010, HRT1030, HRT1070, HRT1150, and AGR1430.

This course is designed to tie together the skills and knowledge acquired in other horticulture core classes. Discussions will include pest control, plant installation, plant pruning, and other plant maintenance practices.

HRT2172 _____ (3-0) 3 cr. hrs.
Crop Science (fall)

Prerequisites: HRT1010 or AGR1230.

The course objectives will be to familiarize the student with the necessary management practices required to grow a commodity crop in the Midwest. A detailed explanation of individual crops common to the region will be covered. Particular focus will be given to crops produced for biomass purposes.

HRT2174 _____ (3-0) 3 cr. hrs.
Biomass and Feedstocks

Prerequisite: AGR1230 or HRT1010.

This course will introduce fundamental principles and practical applications of the properties and production of biomass feedstock, as well as harvesting, transportation, storage, and processing of biomass in the alternative fuels industry. Emphasis is placed on the study of biomass types (i.e., annual and perennial crops, forestry byproducts, organic waste, etc.) economic costs, sustainability, and employment issues. Students will be introduced to biomass gasification, and conversion of energy and mass from one form to another, examine the conditions that produce the highest conversion yields, and discover the most efficient manners of producing, collecting, and transporting biomass for fuel production.

HRT2210 _____ (3-0) 3 cr. hrs.
Greenhouse and Nursery Management (spring)

Prerequisites: HRT1050 and HRT1092.

A course with a greenhouse lab approach. Modern growing structures are studied. Topics studied include: nursery production, bedding plants, bulb crops, potted plants and commercial cut flowers. The business aspects of owning and/or managing a greenhouse, nursery or garden center will be discussed.

HRT2310 _____ (3-0) 3 cr. hrs.
Golf Course Management (spring)

A course in which the basic turfgrass principles and practices will be used to explore turfgrass management for golf courses and sports fields. The material will be directed to every aspect of maintaining a professional turf program for the golf course and sports field. Discussion will include the subject of fairways, tee and green management, baseball, football and soccer fields while touching on equipment, irrigation, pest and diseases.

HRT2350 _____ (3-0) 3 cr. hrs.
Turfgrass Equipment (spring)
Prerequisite: HRT2310.

A course in which equipment used in the turfgrass industry is discussed. Special emphasis will be given to the function and maintenance of each piece of equipment.

HRT2510 _____ (Arr.) 3 cr. hrs.
Horticulture Internship I

Prerequisite: Sophomore standing. Open to Horticulture majors only.

A course designed to give the students actual experience in the day-to-day operation of a horticulture business.

HRT2530 _____ (Arr.) 3 cr. hrs.
Horticulture Internship II

Prerequisite: HRT2510.

A continuation of HRT2510. Students may chose to work in a different business or in a different employment position at the same business as they worked in HRT2510.

HRT2540 _____ (Arr.) 3 cr. hrs.
Problems in Horticulture (fall, spring)

Prerequisite: 12 hours college credit completed and instructor consent.

This course is designed to allow students the opportunity to investigate a horticulture topic in depth using technical skills assessments along with written and verbal presentations of outcomes. Problems proposed by instructor.

INTERDISCIPLINARY**IDS1010** _____ 1 cr. hr.
Interdisciplinary Studies

Prerequisite: Instructor consent.

Interdisciplinary Studies is a practical-experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

IDS1030 _____ 2 cr. hrs.
Interdisciplinary Studies

Prerequisite: Instructor consent.

Interdisciplinary Studies is a practical-experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

IDS1050 _____ 3 cr. hrs.
Interdisciplinary Studies

Prerequisite: Instructor consent.

Interdisciplinary Studies is a practical-experience course in which two or more departments combine forces and talents toward completion of an overall project. Credit is variable depending upon the amount of student participation.

MATHEMATICS

Enrollment in any mathematics course is determined either by placement exam or upon successful completion (a grade of "C" or better) in the prerequisite course. It is recommended that students who plan to study mathematics present themselves for the mathematics placement examination before their first semester of attendance.

MAT 0020, 0030, 0040 (Arithmetic Skills I, II, III) and MAT 0110, 0120, 0130 (Elementary Algebra I, II, III) are offered as one-hour math refresher modules under the supervision of the Learning Center. These courses are offered as self-paced and/or independent study courses. They do not meet math requirements for the AA, AAT, or AGS degree.

MAT0900 _____ (3-0) 3 cr. hrs.
Arithmetic

Prerequisite: ACT score of 0-14 or Compass Algebra score of 0-22.

This is a refresher course whose topics include operations on whole numbers, fractions and decimals; ratio, proportion and percent; the English and metric systems of measurement; basic geometry; and an introduction to signed numbers. This course does not meet math requirements for the AA, AAT, or AGS degree and does not apply as elective credit toward the AA, AGS or AAT degree.

MAT0950 _____ (3-0) 3 cr. hrs.
Elementary Algebra

Prerequisite: ACT score of 15-18 or Compass Algebra score of 23-37 or Compass College Algebra score of 23-30 or a grade of "C" or better in MAT 0900 or Learning Center modules MAT 0020, MAT 0030, and MAT 0040.

This is a course designed to introduce students to the concepts of algebra. Course content includes the real number system, including a review of signed numbers; writing and simplifying algebraic expressions; solving and graphing linear equations and inequalities; exponents and polynomials; and factoring. This course does not meet math requirements for the AA, AAT or AGS degree and does not apply as elective credit toward the AA, AGS or AAT degree.

MAT1000 _____ (Arr.) 1 cr. hr.
Metric Measurement

The purpose of this course is to familiarize students with the metric system. The course may be taken by any student for elective credit but is designed primarily for students majoring in elementary education and other non-science fields. The course of study includes linear measurements, area and volume, units of mass/weight, temperature, time, and conversions between the English and metric systems. Lab experiments are used to help the student gain confidence in making estimates when appropriate. This course is offered as a self-paced and/or independent study module in the Learning Center.

MAT1130 _____ (3-0) 3 cr. hrs.
Intermediate Algebra

Prerequisite: ACT score of 19-22 or Compass Algebra score of 38-65 or Compass College Algebra score of 31-52 or a grade of "C" or better in MAT 0950 or Learning Center modules MAT 0110, MAT 0120, and MAT 0130.

This course is designed to prepare students for the rigors of College Algebra. Included is a review of basic algebra concepts, including factoring. New topics include further factoring techniques; simplifying rational and radical expressions; complex numbers; solving systems of linear equations; solving quadratic equations; and an introduction to functions. This course does not meet math requirements for the AA or AAT degree.

MAT1230 _____ (3-0) 3 cr. hrs.
College Algebra

Prerequisite: ACT score of 23-26 or Compass Algebra score of 66-89 or Compass College Algebra score of 53-71 or Compass Trigonometry score of 46-62 or a grade of "C" or better in MAT 1130.

This course is a comprehensive and rigorous course covering the concepts and techniques of algebra. Included are the following topics: solving linear, rational, quadratic, and other types of equations; linear, rational, quadratic and other types of functions (properties, graphs, inverses); exponential and logarithmic functions; and solving systems of

equations. Topics will be treated thoroughly and in detail.

MAT1330 _____ (3-0) 3 cr. hrs.
Trigonometry

Prerequisite: ACT score of 27 or Compass Algebra score of 90-94 or Compass College Algebra score of 72-75 or Compass Trigonometry score of 63-66 or a grade of "C" or better in MAT 1230. NOTE: MAT 1230 and MAT 1330 may be taken concurrently.

This course is the study of triangles. It includes an in-depth study of trigonometric and circular functions and their graphs; angle measure (degrees and radians); trigonometric identities and equations; solving right and general triangles; inverse trigonometric functions and equations; and an introduction to vector applications.

MAT1530 _____ (3-0) 3 cr. hrs.
Foundations of Mathematics

Prerequisite: ACT score of 23-26 or Compass Algebra score of 66-89 or Compass College Algebra score of 53-71 or Compass Trigonometry score of 46-62 or a grade of "C" or better in MAT 1130.

This course is designed for early childhood and elementary education majors and satisfies the AAT math requirement for students who have declared those majors. It will acquaint students with a variety of math topics which are taught at the elementary school level.

MAT1600 _____ (3-0) 3 cr. hrs.
Calculus for Business and the Social Sciences (fall)

Prerequisite: ACT score of 27 or Compass Algebra score of 90-94 or Compass College Algebra score of 72-75 or Compass Trigonometry score of 63-66 or a grade of "C" or better in MAT 1230.

This course is designed for students majoring in business, social, or life sciences. Topics include limits; finding derivatives of functions (by definition and differentiation techniques), including exponential and logarithmic functions; utilizing derivatives to sketch graphs of functions; and integration. Applications will be emphasized.

MAT1650 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus I (fall)

Prerequisite: ACT score of 28-36 or Compass Algebra score of 95-100 or Compass College Algebra score of 76-100 or Compass Trigonometry score of 67-100 or a grade of "C" or better in College Algebra and a grade of "C" or better in Trigonometry.

This course provides a study of algebraic applications to geometry and the basic concepts of the calculus. Content of the course includes limits and their properties; differentiation of algebraic and transcendental functions (by using limits and differentiation rules); applications of differentiation, including curve sketching and optimization problems; and an introduction to integration, including definite and indefinite integrals.

MAT2150 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus II (Spring)

Prerequisite: A grade of "C" or better in MAT 1650.

This course continues the study begun in Calculus I. Topics include further techniques of integration; applications of integration, including finding the area of a region between two curves, volume, and surfaces of revolution; sequences and series; conic sections; polar, cylindrical, and spherical coordinates; vectors and analytic geometry in space.

MAT2250 _____ (5-0) 5 cr. hrs.
Analytic Geometry and Calculus III (Fall)

Prerequisite: A grade of "C" or better in MAT 2150.

This course is the third course in the calculus sequence and deals primarily with functions of several variables. Content of the course includes vector-valued functions; partial derivatives; motion in space; multiple integration; and vector calculus.

MAT2330 _____ (3-0) 3 cr. hrs.
Differential Equations (Spring)

Prerequisite: A grade of "C" or better in MAT 2250.

This course provides an introduction to the study of differential equations. Content includes a study of first-order and higher-order differential equations and techniques of solution; modeling with first-order differential equations; and the Laplace Transform.

MANUFACTURING

MFG1000 _____ (3-0) 3 cr. hrs.
Principles of Maintenance

This course provides a technical overview of topics necessary for the non-maintenance personnel to acquire. Areas covered include basic machine operations, mechanics, electrical, electronics, and HVAC. Preventive maintenance and predictive maintenance and parts systems will receive particular emphasis. Working effectively with maintenance and engineering and the role of the non-maintenance personnel in relation to maintenance and engineering departments are also explored.

MFG1030 _____ (3-0) 3 cr. hrs.
Introduction to Quality Theory

Quality assurance and processes of continuous improvement are explored in this course. Philosophy and historical concepts related to the development and evolution of quality are covered. Special emphasis will be placed on scientific and statistical procedures available to industry that aid in the development of quality products and processes.

MFG1050 _____ (3-0) 3 cr. hrs.
Supply Chain Management and Distribution

This course covers all aspects of converting raw materials to finished goods. The broad areas to be covered are purchasing, planning, and distribution. Improvement strategies for supply chain management are also introduced in this course.

MFG1060 _____ (3-0) 3 cr. hrs.
Manufacturing Equipment Maintenance and Operations

This course is designed to provide students with an introduction to the principles involved in the performance of mechanical work. Emphasis is placed on developing an understanding of Mechanical Drives, Lubrications, Bearings, Pneumatics, Hydraulics, and PLCs. Students will demonstrate the ability to describe concepts as they apply to industrial applications in renewable energy systems as well as other mechanical drive systems and how they might be applied in an industrial setting. Additionally, students will demonstrate the ability to apply such knowledge to assemble, repair, troubleshoot, and complete preventative maintenance on various industrial equipment and technologies often utilized in renewable energy industrial operations.

MODERN FOREIGN LANGUAGE

MFL1170 _____ (3-0) 3 cr. hrs.
Elementary French

Prerequisite: Must meet same requirements necessary to enroll in ENG1330.

An introduction to the French language and culture designed to expose students to the four basic language skills - reading, writing, listening, and speaking. (Cultural diversity course.)

MFL1270 _____ (3-0) 3 cr. hrs.
Intermediate French

Prerequisite: MFL1170 or high school equivalent (1-2 years of recent study).

A continuation of Elementary French (MFL1170). By the end of this second semester all major language structures will have been introduced. (Cultural diversity course.)

MFL1290 _____ (3-0) 3 cr. hrs.
Culture of French Speaking World

Aspects of French life and culture will be covered. These include art, history, geography, people, cuisine, language and leisure activities. No previous language study required. No textbook required. (Cultural diversity course.)

MFL1370 _____ (3-0) 3 cr. hrs.
Elementary Spanish I

Prerequisite: Must meet same requirements necessary to enroll in ENG1330.

An introduction to the Spanish language and to the Hispanic culture. Students will practice all four language skills, with special emphasis on conversation. (Cultural diversity course.)

MFL1470 _____ (3-0) 3 cr. hrs.
Elementary Spanish II

Prerequisite: MFL1370 or high school equivalent (1-2 years of recent study)

A continuation of Elementary Spanish. Emphasis on the language skills of listening, speaking, reading, and writing in the cultural context of the Spanish-speaking countries. (Cultural diversity course)

MFL1560 _____ (3-1) 4 cr. hrs.
German Language & Culture I

This course provides students with the opportunity to learn the basic elements of the German language. Speaking skills are an integral part of classroom activities. Web activities and testing. (Cultural diversity course.)

MFL1660 _____ (4-0) 4 cr. hrs.
Elementary Chinese I

An introduction to the language basics and essentials of Chinese with emphasis on listening, speaking, comprehension and reading with accompanying culture. Course is intended for students with no prior experience in or knowledge of Chinese. Students will be required to demonstrate competency in vocabulary and pronunciation. Elementary Chinese I is the first course in a sequence intended to develop Chinese language skills. (Cultural diversity course.)

MFL1700 _____ (3-0) 3 cr. hrs.
American Sign Language I

Prerequisite: Must meet same requirements necessary to enroll in ENG1330.

Introduction to American Sign Language (ASL) and deaf culture. Focuses on functions or communicative purposes of everyday interaction. Grammatical structure of ASL and appropriate behaviors and awareness of deaf culture. (Cultural diversity course)

MFL1720 _____ (3-0) 3 cr. hrs.
American Sign Language II

Prerequisites: MFL1700 or DCS1000.

A continuation of MFL1700 American Sign Language. Developing a more advanced vocabulary and grammatical usage of American Sign Language (ASL). Increased knowledge of deaf culture conversational strategies and the ability to shift between English and ASL with more accuracy. (Cultural diversity course)

MFL1760 _____ (4-0) 4 cr. hrs.**Elementary Chinese II**

Prerequisite: MFL1660 with a grade of "C" or better, or its equivalent in high school Chinese coursework.

A continuation of MFL1660. Course completes the introduction to the language basics of Chinese. Students will further develop listening, speaking, comprehension, and reading skills. Students will be required to demonstrate acquisition and usage of vocabulary and language skills. Course may be offered using various distance learning systems; students may be required to use web-based activities. (Cultural diversity course.)

MFL2130 _____ (3-0) 3 cr. hrs.**French Composition and Conversation**

Prerequisites: MFL1170 and MFL1270 or the equivalent (4 years of high school study).

A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. (Cultural diversity course.)

MFL2140 _____ (3-0) 3 cr. hrs.**French Reading**

Prerequisites: MFL1170 and MFL1270 or the equivalent (4 years of high school study).

A course designed to increase reading comprehension and vocabulary development. (Cultural diversity course.)

MFL2230 _____ (3-0) 3 cr. hrs.**Intermediate Spanish I**

Prerequisites: MFL1370 and MFL1470 or the equivalent (four years of high school study). Must meet same requirements necessary to take ENG1330 to enroll.

A review of the fundamentals of grammar and elaboration of the major language structures. Special emphasis on writing and conversation. (Cultural diversity course.)

MFL2250 _____ (3-0) 3 cr. hrs.**Intermediate Spanish II**

Prerequisites: MFL1370 and MFL1470 or the equivalent (four years of high school study).

This course is a continuation of Intermediate Spanish I that will further develop students' ability to converse in Spanish in everyday situations, attain skills necessary for effective reading in Spanish, and write Spanish with a satisfactory level of accuracy. Students will be exposed to Hispanic culture and literature through literary texts and Spanish cinema. (Cultural diversity course)

MFL2350 _____ 3 cr. hrs.**Advanced German Grammar & Reading**

Prerequisite: MFL2460.

This course is designed to move students beyond the basic elements of the German language and explore advanced grammar concepts. The reading of short stories will be used to reinforce the grammar that is learned. (Cultural diversity course.)

MFL2380 _____ (Arr.) 1 cr. hr.**European/Latin American Culture**

This class is taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

MFL2390 _____ (Arr.) 3 cr. hrs.**European/Latin American Culture**

This class is taught in connection with student tours to Europe or Latin America. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

MFL2400 _____ (Arr.) 5 cr. hrs.**European/Latin American Culture**

This course is offered in conjunction with student tours. It is designed to introduce the student to the social, political, and economic culture of Europe and/or Spanish speaking countries. See the coordinator of the Modern Foreign Language Department for more information. (Cultural diversity course.)

MFL2460 _____ (3-1) 4 cr. hrs.**German Language & Culture II**

This course provides students with the opportunity to continue beyond the basic elements of the German language. Speaking skills are an integral part of classroom activities, Web activities and testing. (Cultural diversity course.)

MFL2480 _____ (4-0) 4 cr. hrs.**German Readings**

Prerequisite: MFL2460 or two years minimum high school language study (minimum of 'B' required).

Reading and discussion of short selections and at least one complete work in the original German. Exploration of reading strategies specific to German language, including vocabulary building and reading for comprehension. (Cultural diversity course.)

MANAGEMENT**MGT1190** _____ (3-0) 3 cr. hrs.**Financial Accounting**

An introduction to accounting minimizing procedural detail and emphasizing financial reporting and management usage.

MGT1300 _____ (3-0) 3 cr. hrs.**Organizational Analysis and Management**

This is an introductory course studying and analyzing all aspects of organizations.

Administrative, governance and related strategies are discussed. Particular emphasis will be given to change management and creating a culture for improvement and innovation. Creating and managing effective teams is emphasized.

MGT1310 _____ (3-0) 3 cr. hrs.**Project Management**

Prerequisite: TEC1560.

All aspects of taking a project from conception to completion are explored. Special emphasis is placed on working cross-functionally within the organization. An introduction to automated systems of project management is included, along with overview of microcomputer applications used in project management (i.e., word-processing, spreadsheets, and databases).

MGT1320 _____ (3-0) 3 cr. hrs.**Entrepreneurship**

This course will provide students with the fundamental knowledge needed for organizing, developing, and implementing a business concern within the private enterprise system. Entrepreneurship also serves to meet the interest and needs of students who are planning on starting or operating their own business. The course provides continued education that meets the needs for some licensure requirements.

MGT1330 _____ (1-0) 1 cr. hr.**Basic Supervisory Skills**

Course provides foundational training for first and second level leaders in the areas of communication, coaching, and leadership. Curriculum will be from Development Dimensions International Leadership and Workforce Development programs.

MGT1350 _____ (3-0) 3 cr. hrs.**Business Information Systems for Court Administrators**

The purpose of this course is to introduce the various information and communications technologies and to explain how information systems are used to solve problems and make better decisions.

MGT1560 _____ (3-0) 3 cr. hrs.**Statistics**

An elementary course on uses of central tendency and measures of variation on data; introduction of probability; probability distributions; sampling distributions and analyzing simple experiments using hypothesis testing techniques.

MGT1590 _____ (3-0) 3 cr. hrs.**Personal Finance**

This course is designed to teach the students to manage personal income. Students will become familiar with the techniques necessary to make choices when considering major purchases, insurance, borrowing, and other personal finance issues.

MGT1710 _____ (3-0) 3 cr. hrs.**Human Resource Management**

The principles and procedures of managing personnel in modern business, industrial enterprises, and government organizations. Special emphasis will be placed on planning and recruitment, selection, interviewing, training, appraising performance, compensation issues, incentive rewards and benefits, safety and health, employee rights and discipline, labor relations and collective bargaining/contract administration.

MGT1720 _____ (3-0) 3 cr. hrs.**Labor Relations**

Contents, negotiation, and administration of collective labor agreements and settlement of disputes.

MGT1730 _____ (3-0) 3 cr. hrs.**Safety Management**

Discussion of safety organization, responsibilities of safety personnel, safety engineering, accident reporting, safety education, safety inspection enforcement principles and safety program evaluation.

MGT1800 _____ (3-0) 3 cr. hrs.**Business Mathematics**

The application of basic mathematics to business transactions. Problems in buying, selling, interest, installment payments, insurance, commissions, taxes, depreciation and payroll are emphasized.

MGT1840 _____ (3-0) 3 cr. hrs.**Finance**

Prerequisite: BUS2050 or the equivalent.

The general study of methods of financing business enterprises and their relationship to personal and company investment policies. Emphasis on financial statement and analysis, asset management, forecasting and budgeting.

MGT1910 _____ (1-0) 1 cr. hr.**Occupational Education Special Study**

Same as MGT1930 except for variable credit.

MGT1920 _____ (2-0) 2 cr. hrs.**Occupational Education Special Study**

Same as MGT1930 except for variable credit.

MGT1930 _____ (3-0) 3 cr. hrs.**Occupational Education Special Study**

Prerequisite: Instructor consent.

Independent study of specialized area in

occupational education. Topics and/or project to be approved by instructor prior to enrolling in the course.

MGT1940 _____ (1-0) 1 cr. hr.
Management Seminar

This course introduces students to the social environment of business through exploration of professional strategies, image and dress, and current business and professional issues. Special emphasis will be given to developing critical thinking skills that can be implemented in all aspects of a personal and professional life. The course format consists of a series of mini-seminars related to the social environment of business.

MGT2020 _____ (2-0) 2 cr. hrs.
Selling Bank Services

Course demonstrates how to pinpoint and practice human relations skills that encourage smooth, clear and personal communication between the banker and the customer. Focus is on the basic steps in selling proceeds to the product benefits that would appeal to a customer and concludes with how to spot clues that tell the banker what the customer needs.

MGT2030 _____ (3-0) 3 cr. hrs.
Advertising and Sales Promotion

A study of the marketing activities that stimulate consumer and organizational purchasing. Students will develop and present effective advertising layouts and sales campaigns using various strategies and media.

MGT2040 _____ (1-0) 1 cr. hr.
Customer Service Skills

Course emphasizes the development of better communications skills to benefit employees, customers and the bank. The student will learn effective ways of establishing contact, exploring customer needs, defining and resolving problems and closing the encounter.

MGT2062 _____ (3-0) 3 cr. hrs.
Managerial Accounting

Prerequisite: BUS2050 or OST1520 with a grade of "C" or above.

An introduction to managerial accounting. This course includes interpretations or data and the use of accounting in planning and controlling business activities.

MGT2064 _____ (3-0) 3 cr. hrs.
Cost Accounting

Prerequisite: BUS2050 or OST1520 with a grade of "C" or above.

Interpretations and managerial implications of material, labor, and overhead for job order, process and standard cost systems, cost-volume-profit relationships, direct production flows, joint and by-products, spoilage and scrap, responsibility accounting and reporting.

MGT2200 _____ (Arr.) 3 cr. hrs.
Business Internship

Prerequisite: Sophomore standing and instructor consent.

Supervised occupational experience in local business establishments.

MGT2210 _____ (3-0) 3 cr. hrs.
Salesmanship

This course is designed to explore the complete process of salesmanship. Areas of study will include buying behavior and demographic markets, the selling process, responsibilities (ethics, self-management and customer relations), types of selling and sales management. Sales strategies and tactics will be incorporated into the course and applied through simulations in various stages of the sales process.

MGT2470 _____ (3-0) 3 cr. hrs.
Money and Banking

Prerequisite: Economics recommended.

Course presents basic economic principles as related to banking: the economy—how it works, the Federal Reserve System, the business of banking, monetary policy and its impact on financial markets and banks, alternative theories of money's role in the economy, fiscal policy, and trends in banking.

MGT2520 _____ (3-0) 3 cr. hrs.
Consumer Lending

Prerequisite: MGT2750 or instructor consent.

A modular course which emphasizes the pragmatic "how to" details of consumer lending. Topics covered are: principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

MGT2540 _____ (3-0) 3 cr. hrs.
Principles of Banking

A comprehensive introduction of banking in today's economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping, and bank loans and investments. This course ends with a discussion of the bank's role in the community.

MGT2550 _____ (3-0) 3 cr. hrs.
Bank Accounting

Prerequisite: BUS2000 or Bank experience.

An attempt to provide the industry with an accounting course designed specifically to acquaint students with the peculiarities of bank accounting, to address more effectively the uniqueness of those peculiarities, and to foster continued student interest in potential career and development opportunities.

MGT2610 _____ (3-0) 3 cr. hrs.
Marketing Research

Prerequisite: Sophomore standing and instructor consent.

Students will gain practical business and management knowledge by conducting supervised research projects in approved local business firms. Topic selection will depend upon student's career interests and the cooperation of local managers and owners.

MGT2650 _____ (3-0) 3 cr. hrs.
Small Business Management

This course will concentrate on aspects of starting a new business such as financing, marketing, organizing, and maintaining the business with accounting, marketing, insurance, and other considerations. Several actual case studies will be examined.

MGT2660 _____ (3-0) 3 cr. hrs.
Supervision: Middle Management

A practical course in supervision giving the students an opportunity to upgrade skills in understanding people, planning, personnel supervision, giving and taking orders, problem solving and work organization.

MGT2720 _____ (3-0) 3 cr. hrs.
Law and Banking Applications

Prerequisite: MGT2750 or instructor consent.

This course is an introduction to laws pertaining to secured transactions, letters of credit and bank collection process.

MGT2730 _____ (2-0) 2 cr. hrs.
Marketing for Bankers

Prerequisite: MGT2750 or instructor consent.

This course familiarizes students with the application of marketing philosophy and principles as they relate to the banking industry. Provides the necessary background for understanding and practicing marketing.

MGT2740 _____ (2-0) 2 cr. hrs.
Law and Banking Principles

An introductory college level course with emphasis on an overview of legal principles affecting and governing banking in the United States.

MGT2750 _____ (2-0) 2 cr. hrs.
Principles of Banking

A comprehensive introduction of banking in today's economy. Specific topics include the language, documents of banking, check processing, teller functions, deposit functions, bookkeeping, and bank loans and investments. The course ends with a discussion of the bank's role in the community.

MGT2760 _____ (3-0) 3 cr. hrs.
Analyzing Financial Statements

Prerequisite: BUS2000.

This course will develop skills to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity.

MGT2770 _____ (3-0) 3 cr. hrs.
Deposit Operations

Prerequisite: MGT2750 or instructor consent.

This course will provide an overview of the U.S. payments system, banking law and regulation, and current industry practices. It will examine bank deposit-taking activities, consider how banks manage funds and explore the interbank EFT systems.

MGT2780 _____ (1-0) 1 cr. hr.
Teller Training: Basic

Course focuses on the concepts and practices of a teller line. Practical applications for prospective new and experienced bank tellers.

MGT2790 _____ (1-0) 1 cr. hr.
Teller Training: Advanced

Prerequisite: MGT2780.

Advanced teller training is designed to further expand the responsibility levels of tellers by enhancing skills needed to become senior tellers. Areas of training covered will include compliance with banking laws and regulations, how to deal with emergencies, robberies, and con artists, creating a teamwork environment, EEOC laws and duties and responsibilities of teller supervisors.

MGT2900 _____ (3-0) 3 cr. hrs.
E-Commerce

Prerequisite: CIS1050 or instructor consent.

This course explores business on the Internet (electronic commerce). Students will learn how to use E-commerce effectively through a variety of Internet activities designed to allow the student to gather corporate information, make a purchase on-line, develop an effective company Web site, and find global trading partners through practical application.

MUSIC

MSC1001 _____ (2-0) 1 cr. hr.
Concert Band I (Music Ensemble)

This class is a performing ensemble focusing on music from the concert band & wind band repertoire. A variety of musical styles will be rehearsed and performed each semester. Open to all students and community people who play an instrument. This course can be taken for credit or non-credit.

DESCRIPTION : MSC

MSC1002 _____ (2-0) 1 cr. hr.
Concert Band II (Music Ensemble)
Prerequisite: MSC1001.
 2nd semester of Concert Band.

MSC2003 _____ (2-0) 1 cr. hr.
Concert Band III (Music Ensemble)
Prerequisite: MSC1002.
 3rd semester of Concert Band.

MSC2004 _____ (2-0) 1 cr. hr.
Concert Band IV (Music Ensemble)
Prerequisite: MSC2003.
 4th semester of Concert Band.

MSC1011 _____ (3-0) 1 cr. hr.
Jazz Ensemble I (Music Ensemble)
 This class is a performing ensemble focusing on music from the jazz ensemble repertoire. A variety of styles (swing, Latin, ballad, rock, bossa nova, pop, funk, etc.) will be rehearsed and performed each semester. Open to all students who play an instrument associated with big band jazz.

MSC1012 _____ (3-0) 1 cr. hr.
Jazz Ensemble II (Music Ensemble)
Prerequisite: MSC1011.
 2nd semester of Jazz Ensemble.

MSC2013 _____ (3-0) 1 cr. hr.
Jazz Ensemble III (Music Ensemble)
Prerequisite: MSC1012.
 3rd semester of Jazz Ensemble.

MSC2014 _____ (3-0) 1 cr. hr.
Jazz Ensemble IV (Music Ensemble)
Prerequisite: MSC2013.
 4th semester of Jazz Ensemble.

MSC1021 _____ (2-0) 1 cr. hr.
Jazz Combo I (Music Ensemble)
 A performing ensemble focusing on the small group sound of jazz. A major emphasis is placed on the student learning and applying the creative process of improvisation. Open to all vocalists or instrumentalists through the consent of the director.

MSC1022 _____ (2-0) 1 cr. hr.
Jazz Combo II (Music Ensemble)
Prerequisite: MSC1021.
 2nd semester of Jazz Combo.

MSC2023 _____ (2-0) 1 cr. hr.
Jazz Combo III (Music Ensemble)
Prerequisite: MSC1022.
 3rd semester of Jazz Combo.

MSC2024 _____ (2-0) 1 cr. hr.
Jazz Combo IV (Music Ensemble)
Prerequisite: MSC2023.
 4th semester of Jazz Combo.

MSC1031 _____ (3-0) 1 cr. hr.
Steel Drum Ensemble I (Music Ensemble)
 This class is a performing ensemble focusing on the ever-growing popularity of the steel drum band. Students will be instructed in the techniques of steel drum performance. Open to all students and people in the community. This group also utilizes students who play the keyboards, bass, guitar, drums and percussion.

MSC1032 _____ (3-0) 1 cr. hr.
Steel Drum Ensemble II (Music Ensemble)
Prerequisite: MSC1031.
 2nd semester of Steel Drum Ensemble.

MSC2033 _____ (3-0) 1 cr. hr.
Steel Drum Ensemble III (Music Ensemble)
Prerequisite: MSC1032.
 3rd semester of Steel Drum Ensemble.

MSC2034 _____ (3-0) 1 cr. hr.
Steel Drum Ensemble IV (Music Ensemble)
Prerequisite: MSC2033.
 4th semester of Steel Drum Ensemble.

MSC1041 _____ (3-0) 1 cr. hr.
Studio Music I (Music Ensemble)
 This class is a performing ensemble focusing on the creation and production of a large-scale, musical-variety show. Open to all students who sing or play an instrument in any style of music, through the consent of the instructor.

MSC1042 _____ (3-0) 1 cr. hr.
Studio Music II (Music Ensemble)
Prerequisite: MSC1041.
 2nd semester of Studio Music.

MSC2043 _____ (3-0) 1 cr. hr.
Studio Music III (Music Ensemble)
Prerequisite: MSC1042.
 3rd semester of Studio Music.

MSC2044 _____ (3-0) 1 cr. hr.
Studio Music IV (Music Ensemble)
Prerequisite: MSC2043.
 4th semester of Studio Music.

MSC1051 _____ (3-0) 1 cr. hr.
Mineral Area College Singers I (Music Ensemble)
 This class is a performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students with the consent of the instructor.

MSC1052 _____ (3-0) 1 cr. hr.
Mineral Area College Singers II (Music Ensemble)
Prerequisite: MSC1051.
 2nd semester of MAC Singers.

MSC2053 _____ (3-0) 1 cr. hr.
Mineral Area College Singers III (Music Ensemble)
Prerequisite: MSC1052.
 3rd semester of MAC Singers.

MSC2054 _____ (3-0) 1 cr. hr.
Mineral Area College Singers IV (Music Ensemble)
Prerequisite: MSC2053.
 4th semester of MAC Singers.

MSC1061 _____ (3-0) 1 cr. hr.
Chamber Singers I (Music Ensemble)
 The Chamber Singers are a 16-voice select choir that sing a diverse repertoire of vocal jazz and pop. This class is open to all students by audition only.

MSC1062 _____ (3-0) 1 cr. hr.
Chamber Singers II (Music Ensemble)
Prerequisite: MSC1061.
 2nd semester of Chamber Singers.

MSC2063 _____ (3-0) 1 cr. hr.
Chamber Singers III (Music Ensemble)
Prerequisite: MSC1062.
 3rd semester of Chamber Singers.

MSC2064 _____ (3-0) 1 cr. hr.
Chamber Singers IV (Music Ensemble)
Prerequisite: MSC2063.
 4th semester of Chamber Singers.

MSC1071 _____ (2-0) 1 cr. hr.
MAC Community Singers I (Music Ensemble)
 This class is a performing ensemble focusing on the large choral ensemble repertoire (Soprano/Alto/Tenor/Bass). Open to all students and the community. This course can be taken for college credit or noncredit.

MSC1072 _____ (2-0) 1 cr. hr.
MAC Community Singers II (Music Ensemble)
Prerequisite: MSC1071.
 2nd semester of MAC Community Singers.

MSC2073 _____ (2-0) 1 cr. hr.
MAC Community Singers III (Music Ensemble)
Prerequisite: MSC1072.
 3rd semester of MAC Community Singers.

MSC2074 _____ (2-0) 1 cr. hr.
MAC Community Singers IV (Music Ensemble)
Prerequisite: MSC2073.
 4th semester of MAC Community Singers.

MSC1081 _____ (3-0) 1 cr. hr.
Guitar Ensemble I (Music Ensemble)
 This course is intended to supplement higher-level guitar courses and provide the opportunity to perform arrangements for the guitar in the structure of a small ensemble in a formal setting.

MSC1082 _____ (3-0) 1 cr. hr.
Guitar Ensemble II (Music Ensemble)
Prerequisite: MSC1081.
 2nd semester of Guitar Ensemble.

MSC2083 _____ (3-0) 1 cr. hr.
Guitar Ensemble III (Music Ensemble)
Prerequisite: MSC1082.
 3rd semester of Guitar Ensemble.

MSC2084 _____ (3-0) 1 cr. hr.
Guitar Ensemble IV (Music Ensemble)
Prerequisite: MSC2083.
 4th semester of Guitar Ensemble.

MSC1201 _____ (3-0) 3 cr. hrs.
Music Theory I (Fall)
 A beginning study of music theory, including the study of intervals, triads, four-part diatonic harmony, connection of triads and their inversions.

MSC1202 _____ (3-0) 3 cr. hrs.
Music Theory II (Spring)
Prerequisite: MSC1201.
 A continuation of MSC1201 extending into the areas of seventh chords and non-harmonic tones.

MSC1211 _____ (2-0) 2 cr. hrs.
Sightsinging/Ear Training I (Fall)
 A beginning study of aural, vocal, and cognitive skills in the singing of music at sight. Emphasis will be placed upon identification of intervals by their sound, the singing of written intervals and the singing of melodies by sight. The study of major and minor keys, rhythm, and simple and compound time will also be included.

MSC1212 _____ (2-0) 2 cr. hrs.
Sightsinging/Ear Training II (Spring)
Prerequisite: MUS1211.
 A continuation of MUS1211, extending studies into the areas of the Dominant 7th, chord implications outside of the I and V chords, and the tri-tone.

MSC1221 _____ (2-0) 2 cr. hrs.
Class Piano I (Fall)
 This class is required of all music majors that are not piano specialists. Skills acquired in this course will be the proper technique of playing scales and arpeggios. The student will also play piano solos graded at this level.

MSC1222 _____ (2-0) 2 cr. hrs.
Class Piano II (Spring)
Prerequisite: MSC1221.
 This class is required of all music majors

that are not piano specialists. A continuation and expansion of skills learned in MSC1221.

**MSC1400 _____ (1-0) 0 cr. hrs.
Music Forum**

Corequisite: Any "Applied" course.

This class must be taken in conjunction with every "Applied" course each semester.

**MSC1401 _____ (1-0) 1 cr. hr.
Applied Voice I**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (voice) or for those who have had previous, comparable experience.

**MSC1402 _____ (1-0) 1 cr. hr.
Applied Voice II**

Prerequisite: MSC1401.

2nd semester of Applied Voice.

**MSC2403 _____ (1-0) 1 cr. hr.
Applied Voice III**

Prerequisite: MSC1402.

3rd semester of Applied Voice.

**MSC2404 _____ (1-0) 1 cr. hr.
Applied Voice IV**

Prerequisite: MSC2403.

4th semester of Applied Voice.

**MSC1411 _____ (1-0) 1 cr. hr.
Applied Piano I**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (piano) or for those who have had previous, comparable experience. This private lesson can be taken with the idea of learning "classical" piano styles or "jazz" piano styles.

**MSC1412 _____ (1-0) 1 cr. hr.
Applied Piano II**

Prerequisite: MSC1411.

2nd semester of Applied Piano.

**MSC2413 _____ (1-0) 1 cr. hr.
Applied Piano III**

Prerequisite: MSC1412.

3rd semester of Applied Piano.

**MSC2414 _____ (1-0) 1 cr. hr.
Applied Piano IV**

Prerequisite: MSC2413.

4th semester of Applied Piano.

**MSC1421 _____ (1-0) 1 cr. hr.
Applied Woodwinds I**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (woodwinds) or for those who have had previous, comparable experience.

**MSC1422 _____ (1-0) 1 cr. hr.
Applied Woodwinds II**

Prerequisite: MSC1421.

2nd semester of Applied Woodwinds.

**MSC2423 _____ (1-0) 1 cr. hr.
Applied Woodwinds III**

Prerequisite: MSC1422.

3rd semester of Applied Woodwinds.

**MSC2424 _____ (1-0) 1 cr. hr.
Applied Woodwinds IV**

Prerequisite: MSC2423.

4th semester of Applied Woodwinds.

**MSC1431 _____ (1-0) 1 cr. hr.
Applied Brass I**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music

(brass) or for those who have had previous, comparable experience.

**MSC1432 _____ (1-0) 1 cr. hr.
Applied Brass II**

Prerequisite: MSC1431.

2nd semester of Applied Brass.

**MSC2433 _____ (1-0) 1 cr. hr.
Applied Brass III**

Prerequisite: MSC1432.

3rd semester of Applied Brass.

**MSC2434 _____ (1-0) 1 cr. hr.
Applied Brass IV**

Prerequisite: MSC2433.

4th semester of Applied Brass.

**MSC1441 _____ (1-0) 1 cr. hr.
Applied Percussion I**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (percussion) or for those who have had previous, comparable experience.

**MSC1442 _____ (1-0) 1 cr. hr.
Applied Percussion II**

Prerequisite: MSC1441.

2nd semester of Applied Percussion.

**MSC2443 _____ (1-0) 1 cr. hr.
Applied Percussion III**

Prerequisite: MSC1442.

3rd semester of Applied Percussion.

**MSC2444 _____ (1-0) 1 cr. hr.
Applied Percussion IV**

Prerequisite: MSC2443.

4th semester of Applied Percussion.

**MSC1451 _____ (1-0) 1 cr. hr.
Applied Guitar I**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (guitar) or for those who have had previous, comparable experience.

**MSC1452 _____ (1-0) 1 cr. hr.
Applied Guitar II**

Prerequisite: MSC1451.

2nd semester of Applied Guitar.

**MSC2453 _____ (1-0) 1 cr. hr.
Applied Guitar III**

Prerequisite: MSC1452.

3rd semester of Applied Guitar.

**MSC2454 _____ (1-0) 1 cr. hr.
Applied Guitar IV**

Prerequisite: MSC2453.

4th semester of Applied Guitar.

**MSC1461 _____ (1-0) 1 cr. hr.
Applied Bass I**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (bass) or for those who have had previous, comparable experience.

**MSC1462 _____ (1-0) 1 cr. hr.
Applied Bass II**

Prerequisite: MSC1461.

2nd semester of Applied Bass.

**MSC2463 _____ (1-0) 1 cr. hr.
Applied Bass III**

Prerequisite: MSC1462.

3rd semester of Applied Bass.

**MSC2464 _____ (1-0) 1 cr. hr.
Applied Bass IV**

Prerequisite: MSC2463.

4th semester of Applied Bass.

**MSC1471 _____ (1-0) 1 cr. hr.
Applied Composition I**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music who would like to learn to compose, arrange or orchestrate music.

**MSC1472 _____ (1-0) 1 cr. hr.
Applied Composition II**

Prerequisite: MSC1471.

2nd semester of Applied Composition.

**MSC2473 _____ (1-0) 1 cr. hr.
Applied Composition III**

Prerequisite: MSC1472.

3rd semester of Applied Composition.

**MSC2474 _____ (1-0) 1 cr. hr.
Applied Composition IV**

Prerequisite: MSC2473.

4th semester of Applied Composition.

**MSC1481 _____ (1-0) 1 cr. hr.
Applied Jazz I**

This course is a one-on-one, private lesson with the instructor. The class is primarily for those students who are majoring in music (jazz emphasis) or for those who have had previous experience. The class will deal heavily with subject of improvisation. It can be taken by instrumentalists or vocalists.

**MSC1482 _____ (1-0) 1 cr. hr.
Applied Jazz II**

Prerequisite: MSC1481.

2nd semester of Applied Jazz.

**MSC2483 _____ (1-0) 1 cr. hr.
Applied Jazz III**

Prerequisite: MSC1482.

3rd semester of Applied Jazz.

**MSC2484 _____ (1-0) 1 cr. hr.
Applied Jazz IV**

Prerequisite: MSC2483.

4th semester of Applied Jazz.

**MSC1601 _____ (2-0) 2 cr. hrs.
Acting for Singers Workshop**

This course provides a workshop experience that studies acting styles as applied to song in both operatic and music theatre performance.

**MSC1611 _____ (2-0) 2 cr. hrs.
Class Voice**

This class can be taken by any student who is interested in the correct fundamentals to advance their singing voice. Techniques such as projection, breath support, and proper diction will be included. Highly recommended for Theatre majors.

**MSC1621 _____ (1-0) 1 cr. hr.
Diction for Singers I**

A study of the International Phonetic Alphabet (IPA) and the rules of pronunciation as they apply to singing the standard English and Italian repertoire.

**MSC1622 _____ (1-0) 1 cr. hr.
Diction for Singers II**

A study of the International Phonetic Alphabet (IPA) and the rules of pronunciation as they apply to singing the standard German and French repertoire.

**MSC1631 _____ (2-0) 2 cr. hrs.
Conducting**

This course focuses on the physical technique of the music conductor. Students will learn beat patterns, cutoffs, dynamic gestures, tempo and how to represent the character of the piece through body language. Other subjects include rehearsal techniques and how to study and memorize a score.

**MSC1641 _____ (3-0) 3 cr. hrs.
Music History I (Fall)**

A chronological study of the development of Western Civilization music from the Middle Ages through the Baroque Era, including composers, genres, styles and forms. Designed for the music major.

**MSC1642 _____ (3-0) 3 cr. hrs.
Music History II (Spring)**

A chronological study of the development of Western Civilization music from the Classical Era through the Twentieth Century, including composers, genres, styles and forms. Designed for the music major.

**MSC1642 _____ (3-0) 3 cr. hrs.
Introduction to Audio Recording**

This class introduces audio recording for the desktop musician using hardware and software systems. Emphasis is on stereo audio production including basic MIDI sequencing, tracking, mixing, data archiving and CD creation.

**MSC1801 _____ (3-0) 3 cr. hrs.
Appreciation of Music**

This class examines the nature of music as well as the development of Western music from the Middle Ages until the present time. This study provides the basis for the understanding and appreciation of music. (Cultural Diversity Course)

**MSC1811 _____ (3-0) 3 cr. hrs.
Appreciation of Jazz**

Students will study the main eras of jazz (Dixieland, Swing, Bebop, Cool Jazz, Fusion, Smooth, Avantgarde) and the significant jazz artists from each period. They will be taught to recognize instruments by sound and sight; as well as to identify jazz forms through listening alone.

**MSC1821 _____ (3-0) 3 cr. hrs.
History and Form of Rock Music**

This course studies the history of rock and popular music from the beginning of the blues up until present time. There will also be an emphasis on teaching the student to recognize common music forms through listening alone.

**MSC1831 _____ (3-0) 3 cr. hrs.
Introduction to Music**

The study and practice of the basic rudiments of music. This course is specifically designed for the non-music major. An emphasis for acquiring these fundamentals are placed on the student's ability to learn basic piano skills.

**MSC1841 _____ (3-0) 3 cr. hrs.
Beginning Guitar**

This course is intended to present basic music reading & playing skills as they pertain to the beginning guitar player. Students will learn to play songs in the country-western, rock n' roll, blues, and classical genres.

**MSC1842 _____ (3-0) 3 cr. hrs.
Intermediate Guitar**

Prerequisite: MSC1841 or instructor consent.

This course is intended to provide more detailed knowledge regarding playing skills and techniques learned and acquired in MSC1841. Students will learn to play songs in the jazz, metal and finger-style genres. Students will also begin a basic understanding of music theory.

**MSC1851 _____ (2-0) 2 cr. hrs.
Singing for the Theatre**

This course is designed for both the music and theatre student. Topics to be covered will be: breathing, phonation, resonance,

projections and articulation. Students will also develop a basic knowledge of the musical theatre repertoire.

**MSC2203 _____ (3-0) 3 cr. hrs.
Music Theory III (Fall)**

Prerequisite: MSC1202.

Extension of materials from MSC1202 to include a more complex chordal vocabulary, secondary dominants, altered chords, and the continuation and expansion of the modulatory processes.

**MSC2204 _____ (3-0) 3 cr. hrs.
Music Theory IV (Spring)**

Prerequisite: MSC2203.

Extension of materials of MSC2203 to include the Neapolitan Sixth Chord, Ninth, Eleventh, and Thirteenth Chords and the Augmented Sixth Chords. Also includes an introduction to the music vocabulary of the 20th Century.

**MSC2213 _____ (2-0) 2 cr. hrs.
Sightsinging/Ear Training III (Fall)**

Prerequisite: MSC1212.

A continuation of MSC1212, extending studies into the areas of chromaticism, syncopation, modulations and medieval modes.

**MSC2214 _____ (2-0) 2 cr. hrs.
Sightsinging/Ear Training IV (Spring)**

Prerequisite: MSC2213.

A continuation of MSC2213, extending studies into the areas of changing meters, hemiola, remote modulation, and 20th century melodies.

**MSC2843 _____ (3-0) 3 cr. hrs.
Advanced Guitar**

Prerequisite: MSC1842 or instructor consent.

To provide instruction on some of the most difficult techniques and material for the guitar as well as more-detailed strategies and concepts regarding music theory as it pertains specifically to guitar composition.

**MSC2844 _____ (3-0) 3 cr. hrs.
Professional Guitar**

Prerequisite: MSC2843 or instructor consent.

This course is intended to instruct the student in music theory as it applies specifically to composition and performance of the guitar and various supporting instruments. Students will learn several composition concepts and playing technique interpretations.

PRACTICAL NURSING**NUR1270 _____ (2-0) 2 cr. hrs.
Body Function**

Prerequisite: Grade of "C" or above in sequential PN Program curriculum courses, inclusive of 5 cr. hr. Anatomy.

This course was designed to provide the student with fundamental knowledge of the functions of the major body systems. The course relates how organized anatomical structures of a particular size, shape, form, or placement are intended to serve unique or specialized functions.

With repeated emphasis of this principle, students are encouraged to integrate otherwise isolated factual information into a cohesive and understandable whole. This course covers the essentials, places emphasis on concepts, and correlates body structure (anatomy) with function (physiology). Homeostasis is integrated by demonstrating how "normal" interactions of structures and their functions are achieved and maintained by dynamic counterbalancing forces.

**NUR1290 _____ (Arr.) 6 cr. hrs.
Fundamentals of Nursing**

Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.

This course was designed to provide basic knowledge and nursing skills upon which all future care is based. Communication in a nurse-client relationship, maintenance of a safe environment, body mechanics, assessment skills, utilization of observational and manipulative skills and equipment to perform physical examinations, documentation (including spelling, punctuation, and common medical abbreviations), legal and ethical implications, cultural considerations, formulation of a plan of care utilizing the nursing process, the infectious process cycle, preventing spread of communicable disease, sterile technique, personal hygiene, urine and bowel elimination, care of the inactive client, wound assessment and care, care of the surgical client, airway management, pain management, and care of the terminally ill are emphasized.

**NUR1300 _____ (3-0) 3 cr. hrs.
Therapeutic Nutrition**

Prerequisite: Acceptance into the current program of Practical Nursing at Mineral Area College.

Designed to provide the student knowledge of the essential nutrients by definition, function, and food source; to relate how the body uses foods consumed for energy, growth, or maintenance; describe how health care providers can teach/assist clients to manipulate use of essential nutrients when pathology causes, or is caused by, nutritional impairment.

Additional emphasis is placed on the need for health care providers to recognize changing nutritional needs of the various age-related populations throughout the lifespan and the need to educate clients about proper food preparation, storage, and safety.

Cultural and religious diversity are included in terms of planning/providing meals/snacks that support physical, emotional, cultural, and spiritual needs and patient/family education. Legal and ethical decision-making issues are explored to emphasize the nurse's role as patient advocate regarding food choices and consumption based on their beliefs and to protect patient rights. Critical thinking through the nursing process provides the foundation for students to assume accountability for their own nursing practice. Discussion includes current trends and future issues in nutrition research.

**NUR1310 _____ (1-0) 1 cr. hr.
Personal and Vocational Concepts**

Prerequisite: Acceptance into the current Program in Practical Nursing at Mineral Area College.

Designed to assist the student in relating the history of nursing to the concept of Practical Nursing vocational training, discussing health care systems, legal concerns, and ethical issues in the nursing profession while recognizing the impact of cultural diversity. Nursing theories in relation to the nursing process and nursing practice are explored. Emphasis is also placed on importance of memberships and participation in professional organizations and continued education, construction of a resume, job application, letter of resignation, and job interview skills.

**NUR1320 _____ (Arr.) 2 cr. hrs.
Geriatric Nursing**

Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.

Designed to provide students with

fundamental knowledge of functional changes in body systems commonly associated with aging, pathology, and/or inactivity. Human sexuality, living and care facilities, financial considerations, cultural implications, and pharmacotherapy are included to provide a holistic view of geriatric nursing care.

Through theory and clinical experience, the students have the opportunity to assess and interact with an assigned client to reinforce physical assessment, documentation, and therapeutic communication skills. The geriatric clinical component includes a practice review of physical examination techniques on a co-student with the aid of body systems assessment handout. With a volunteer resident, students perform and document a functional assessment inclusive of data gathering to obtain a past and present health history, evaluate resident independence/dependence in performing ADLs, and document a process recording that includes self-evaluation of therapeutic communication skills.

NUR1350 _____ (Arr.) 4 cr. hrs.

Maternity Nursing

Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.

Through theory and clinical experience, this course is designed to provide information on the physiologic and psychological changes and adaptation of the mother and family to pregnancy. Emphasis is also placed on high risk categories, complications during labor and delivery, medical treatments, nursing interventions including client education, emotional and physical support, the normal newborn, and deviations from normal.

Emphasis is placed on high risk pregnancy categories, complications during labor and delivery, medical treatments, evidence-based nursing interventions, the normal newborn, and deviations from normal newborn.

Cultural and religious diversity are included in terms of planning/providing physical, emotional, cultural and spiritual support and patient/family education. Legal and ethical decision-making issues are explored to emphasize the importance of the nurses' role as patient advocate.

NUR1370 _____ (2-0) 2 cr. hrs.

Basic Pharmacology

Prerequisite: Acceptance into the current Program in Practical Nursing at MAC.

This course is designed to provide the student knowledge of basic principles of pharmacology, the various medication administration routes, dosage calculations, application of the nursing process to medication administration, and utilization of information sources. Dosage calculation and lab practicum exams are included and are required to be successfully completed to progress in the program.

NUR1380 _____ (Arr.) 12 cr. hrs.

Medical-Surgical Nursing

Prerequisite: Successful completion of all Program in Practical Nursing first & second trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.

This course is designed to prepare students to respond to a wide array of demands and changes with the current shifting of nursing care from acute care hospital to community-based settings and the home.

A continuing emphasis is placed on ethnic and cultural diversity, critical thinking through the nursing process, and client/family teaching about detection, prevention, and management of complications for clients being discharged within very few days of newly diagnosed major illnesses and surgeries. Concepts and challenges in client management, including

concepts and general principles in perioperative, intraoperative, and postoperative client management, are stressed.

Assessment, general management, and therapeutic interventions of specific pathophysiologic dysfunctions of major body systems as well as acute problems of infectious diseases are covered, and include exploration of legal and ethical decision-making issues to continue the emphasis of nurses as client advocates.

NUR1410 _____ (1-0) 1 cr. hr.

Applied Pharmacology

Prerequisite: Successful completion of all courses in the first & second trimester and Grade of "C" or above in sequential PN Program curriculum courses.

This course is intended to complete the pharmaceutical education started in first trimester Basic Pharmacology for beginning nurse generalists. Discussion includes the various drug classifications, profiles of drugs within each classification, their pharmacokinetics, physiological conditions for which they may be prescribed, their mechanisms of action, therapeutic effects, adverse/side effects, dosages, contraindications, toxicity/management of overdose, interactions, and the nursing process, including client teaching, for planning care for clients receiving agents within these classifications.

These chapters are taught in tandem with the various medical-surgical topics included in Medical-Surgical nursing to enhance correlation of drug therapy with conditions of body systems. A clinical rotation for medication administration is included. As outlined in Basic Pharmacology: dosage calculations, preparation for drug administration, legal, ethical and cultural considerations, routes of medication administration, manipulative techniques for administering drugs, monitoring for therapeutic and side/adverse effects, and documentation are continued as points emphasized for successful completion of the clinical portion of this course.

NUR1420 _____ (Arr.) 3 cr. hrs.

Pediatric Nursing

Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses, Maternity Nursing, and Grade of "C" or above in sequential PN Program curriculum courses.

Designed to provide both classroom instruction and clinical experience to assist the student in identifying common disorders in children from infancy through adolescence and provide nursing care for hospitalized pediatric clients. Pathophysiology, pharmacotherapy, other medical treatment, psychosocial and cultural implications, and nursing care and teaching of the client and family are emphasized. Nursing measures to alleviate non-adaptive responses utilizing the nursing process, application of communication skills in the pediatric setting, and discussion of the special needs of hospitalized children and medication administration are included to provide a holistic approach to effective pediatric nursing care.

Nursing measures to alleviate non-adaptive responses through utilization of the nursing process, application of therapeutic communication skills in the pediatric setting, legal and ethical issues, discussion of the special needs of hospitalized children, as well as adoptions for medication administration are included to provide a holistic approach to the delivery of effective pediatric nursing care across the wellness-illness.

NUR1430 _____ (Arr.) 4 cr. hrs.

Mental Health Nursing

Prerequisite: Successful completion of all Program in Practical Nursing first trimester courses and Grade of "C" or above in sequential PN Program curriculum courses.

A course designed to introduce the student to history and trends in psychiatric nursing, major psychiatric theoretical models, the five axes of the psychiatric classification system, the major psychiatric illnesses inclusive of definitions, clinical manifestations, psychopharmacology, medical treatments, nursing interventions and milieu management.

This course is intended to provide fundamental knowledge of mental health concepts and interactional techniques for the beginning nurse. The roles that emotions and stress play in the behavior of the client and client's family are emphasized to provide the student with a better understanding of behavior and provides a useful framework for planning and providing nursing care in any health care setting. This course also serves as a comprehensive introduction to psychopathology and psychopharmacology. Synthesis of knowledge is gained through application of theory through a psychiatric clinical component during which students compose a comprehensive clinical assignment that serves to promote critical thinking and analysis skills.

OFFICE SYSTEMS TECHNOLOGY

OST1000 _____ (3-0) 3 cr. hrs.

Keyboarding I

The development of sound techniques in touch keyboarding, with an introduction to manuscripts, business letters, and tabulation. For beginners.

OST1020 _____ (3-0) 3 cr. hrs.

Keyboarding II

Prerequisite: OST1000 or equivalent.
Instruction and practice directed toward improvements of speed and accuracy, with problems covering business letters, tabulated and technical reports, and various business forms.

OST1080 _____ (1-0) 1 cr. hr.

10-Key Numeric Skills

Fundamentals of operating the ten-key number pad on a calculator using touch techniques, with emphasis on speed and accuracy development.

OST1100 _____ (2-0) 2 cr. hrs.

Filing Systems and Records Management

Prerequisite: OST1000 or the equivalent.
A comprehensive study of basic filing rules, procedures, equipment, and management of records. Manual filing procedures and rules as well as computer applications will be studied.

OST1200 _____ (3-0) 3 cr. hrs.

Beginning Notehand

Prerequisite: OST1000 or the equivalent.
This course teaches an alphabetic system of writing which enables the student to increase their writing speed for effective note-taking and transcription. Includes dictation at moderate rates and a short unit on note-taking techniques.

OST1300 _____ (3-0) 3 cr. hrs.

Office Procedures I

Prerequisite: OST1000 or the equivalent.
A course designed to prepare the student to carry out the normal duties in a business office involving keyboarding, duplicating, using the telephone, processing mail, letter composition, and the administrative assistant as office hostess.

DESCRIPTION : OST-PAR

OST1320 _____ (3-0) 3 cr. hrs.
Office Procedures II

Prerequisite: OST1000 or the equivalent.
 A course designed to prepare the student for office tasks including collecting and presenting data, researching and writing reports, handling travel arrangements and meetings, completing financial and legal documents, and maintaining investment and insurance records.

OST1400 _____ (3-0) 3 cr. hrs.
Business Communications I

Prerequisite: OST1000 or the equivalent.
 This course is designed to improve communication skills. Verbal, nonverbal and written communications are studied.

OST1500 _____ (3-0) 3 cr. hrs.
Applied Accounting I

An introductory course designed to meet the needs of those students who will be pursuing the first course in accounting. This course covers the accounting cycle for a sole proprietorship (service business), careers in accounting, accounting for cash, depreciation methods and payroll.

OST1520 _____ (3-0) 3 cr. hrs.
Applied Accounting II

Prerequisite: OST1500 with a grade of "C" or above.

A continuation of OST1500 and includes the following topics: accounting for sales and cash receipts, accounting for purchases and cash payments, accounting for merchandise inventory, the accounting cycle for merchandising business, accounting for bad debts, notes receivable and notes payable, long-term assets, and partnerships.

OST1600 _____ (4-0) 4 cr. hrs.
Medical Coding I

An introduction to Medical Coding: a basic introduction to coding format and conventions. Students will become familiar with the Evaluation and Management Documentation Guidelines. Students become proficient in the basics of medical coding using the ICD-9, CPT, and HCPC codes. Case studies illustrate how to apply coding guidelines and identify the documentation necessary for code assignment.

OST1602 _____ (3-0) 3 cr. hrs.
Introduction to Coding and Reimbursement Systems

The first of four courses designed to provide the student with an introduction and overview to the basic structures of coding and the reimbursement systems used in physician offices and hospital coding. The student will become familiar with the nomenclature, terminology, coding systems, and various billing forms used by healthcare entities to report encounters in the United States.

OST1608 _____ (3-0) 3 cr. hrs.
Diagnosis and Procedural Coding I

Prerequisite: HLT2360, OST 1622, OST1602 or instructor consent.
 This course will explore the different areas of ICD diagnosis and procedure coding systems and knowledge gained in their medical terminology coursework and their Anatomy & Physiology class to select appropriate diagnosis codes.

OST1620 _____ (1-0) 1 cr. hr.
Medical Office Procedures

This course allows the student to experience intensive learning and review of medical office policy and procedures including HIPAA and OsHia materials for the medical office.

OST1622 _____ (3-0) 3 cr. hrs.
Essentials of Anatomy and Physiology for Coders

This course will provide the coding student with an overview of the structures, functions and changes in the normal anatomy and physiology of the human body. The micro and macroscopic structure and the function of each system will be reviewed along with selected diseases.

OST1640 _____ (2-0) 2 cr. hrs.
Medical Software and Electronic Billing

This course allows the student to understand the software process and how the data entered is processed. In this hands-on course, the student will work with the software and produce claims electronically.

OST2000 _____ (3-0) 3 cr. hrs.
Transcription Skills

Prerequisite: OST1020 or instructor consent.
 This course will help develop transcription skills needed to produce correspondence that meets office standards. Language skills will be strengthened while the technical skill of transcribing is improved. Listening and decision making receive attention, also. Students become familiar with various types of documents from various fields of employment.

OST2080 _____ (3-0) 3 cr. hrs.
Business Applications

Prerequisite: CIS1750 or the equivalent.
 This course is to acquaint secretarial students with situations and forms they can expect to encounter in the employer's office. A generic administrative assistant simulation (practice set) is used.

OST2200 _____ (3-0) 3 cr. hrs.
Introduction to Business

A general survey course designed to give the student a general knowledge of the characteristics, functions and problems of the modern business world.

OST2300 _____ (3-0) 3 cr. hrs.
Business Communications II

This course is designed to supplement and reinforce communication skills necessary for entry-level employees. Major topics covered include: making presentations, listening and telephone techniques, written communication, verbal and nonverbal communications, decision-making and problem-solving, business etiquette/ethics, cultural diversity, customer service and changing generations.

OST2400 _____ (Arr.) 3 cr. hrs.
Business Internship I (Secretarial)

Prerequisite: Sophomore standing and instructor consent.
 Supervised occupational experience in local business establishments.

OST2420 _____ (Arr.) 3 cr. hrs.
Business Internship II (Secretarial)

Prerequisite: Sophomore standing and instructor consent.
 A continuation of OST2200.

OST2600 _____ (4-0) 4 cr. hrs.
Medical Coding II

Prerequisite: OST1600.
 An in-depth study of specific areas of medical coding usage and reimbursement in the medical fields of surgery, radiology, pathology, anesthesia, physician and hospital coding and reimbursement.

OST2602 _____ (3-0) 3 cr. hrs.
Diagnosis and Procedural Coding II

Prerequisite: OST1608.
 This course is a continuation of Diagnosis and Procedure Coding I. Students

are introduced to additional areas of ICD diagnosis and procedure coding systems and various coding guidelines that pertain to ICD coding. The student will apply lessons learned to mock patient charts.

OST2604 _____ (3-0) 3 cr. hrs.
Diagnosis and Procedural Coding III

Prerequisite: OST2602.
 This course will instruct the student on procedural coding in the outpatient arena. The student will learn current procedural terminology coding, learn to read operative notes, interpret procedures performed and understand the coding guidelines applicable to these cases. The student will apply knowledge gained in their Medical Terminology and Essentials of Anatomy & Physiology coursework to select appropriate diagnosis codes and procedure codes and apply these to mock patient charts.

OST2610 _____ (3-0) 3 cr. hrs.
Medical Transcription

Prerequisite: HLT2360 and OST1020.
 This course will allow the student to develop skill in formatting and transcribing medical documents from machine dictation with emphasis on proofreading and producing error-free documents. Students will continue to develop their medical vocabulary as they transcribe medical documents.

PARAMEDIC TECHNOLOGY
PAR2000 _____ (8-0) 8 cr. hrs.

Principles of Paramedic Technology I
Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills. Acceptance into Paramedic Program. Corequisites: PAR2082 and PAR2142.

Course content includes: foundations of professional Paramedic practice, roles/responsibilities of the paramedic, EMS agenda, workforce safety/wellness, research methods, scientific principles and paramedic science, ethics/legal issues, public health, illness/injury prevention, pathophysiology and disease process, review of A&P, medical terminology, advanced health assessment, therapeutic communication, history taking, physical exam techniques, communications, critical thinking, clinical decision making and teamwork, blood gas analysis, lab value interpretation and application, documentation, diverse cultures, advanced ventilatory management, resuscitation, and trauma care. The course will integrate the theory behind the use of advanced diagnostic and treatment procedures in the management of chronic & acute illness and injury.

PAR2020 _____ (8-0) 8 cr. hrs.
Principles of Paramedic Technology II

Prerequisite: CIS1050 or CIS1750 is recommended. Corequisites: PAR2042 and PAR2162. Grade "C" or above in sequential paramedic classes. Instructor approval required.

This course is a continuation of the Principles of Paramedic Technology series. Content includes: cardiovascular pharmacology, applied cardiac A&P, cardiac pathophysiology, principles of electrocardiography, ECG monitoring & rhythm interpretation, pre-hospital ECG devices and equipment, at-home ECG monitoring, diagnostic 12-lead/15-lead ECG interpretation and application, Right sided/ Posterior ECG interpretation and application, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation/ cardioversion, external pacing, management of life-threatening dysrhythmias and current AHA guidelines for ACLS and ECC. The course will integrate the theory behind the

use of advanced diagnostic and treatment procedures in the management of chronic & acute cardiovascular illness and injury.

PAR2042 _____ (5-0) 5 cr. hrs.
Principles of Paramedic Technology III (5)

Prerequisite: Grade "C" or above in sequential paramedic classes. *Corequisites:* PAR2020 and PAR2162. *Instructor approval required.*

This course is a continuation of the Principles of Paramedic Technology series. Content includes: pulmonology, neurology, endocrinology, immunology, allergies/anaphylaxis, hematology, environmental, pediatrics, neonatology, gastroenterology, toxicology, nephrology, urology, disease system pharmacology, applied A&P, pathophysiology, waveform Capnography, pediatric electrocardiography, pediatric ECG interpretation & monitoring, ECG devices and equipment, at-home ECG monitoring, management of typical and atypical pediatric ACS presentations, pediatric defibrillation/cardioversion, pediatric external pacing, management of pediatric dysrhythmias and current AHA guidelines for PALS, ACLS and ECC. The course will integrate the theory behind the use of advanced diagnostic and treatment procedures in the management of adult and pediatric chronic & acute illness and injury.

PAR2062 _____ (6-0) 6 cr. hrs.
Principles of Paramedic Technology IV

Prerequisite: Grade "C" or above in sequential paramedic classes. *Corequisites:* PAR2330. *Instructor approval required.*

This course represents the completion of the Principles of Paramedic Technology series. Content includes: obstetrics/gynecology, behavioral health, geriatrics, abuse/neglect, addiction, bariatrics, infectious/communicable disease, disorders of circulation, special challenges, care of the chronically ill patient, resuscitation of the medical patient, care of the home health care patient, community violence, ambulance operations, bioterrorism & WMDs, HAZMAT/HAZMED, MICS, crime scene awareness, teamwork and operational interface, the community paramedic, disease system pharmacology, applied A&P, pathophysiology, waveform Capnography, stroke management and current AHA guidelines for PALS, ACLS and ECC. Students will be required to be persistent toward evaluation of their critical thinking and current scientific dogma regarding current Paramedic science and practice.

PAR2082 _____ (5-0) 5 cr. hrs.
Pharmacology for Paramedics

Prerequisite: Acceptance into Paramedic Program. *Corequisites:* PAR2000 & PAR2142. *Instructor approval required.*

This course provides instruction and application of the following: historical development of pharmacology, sources of drugs, drug terminology and classification, complementary and alternative medicine, sources of drug information, pharmacokinetics and pharmacodynamics, medication administration, medication forms, medication routes, drug measurement and dosing, elements of a drug order, considerations of administration of medications, peripheral intravenous access, phlebotomy, central venous access, blood products and transfusions. Emphasis is placed on assimilation of content knowledge regarding all drug classes, common prescribed medications, and common emergency and critical care medications. Students will be expected to demonstrate application knowledge at the level of unconscious competency of the required formulary.

PAR2100 _____ (4-0) 4 cr. hrs.
Paramedic Anatomy & Physiology

Prerequisite: CIS1050 or CIS1750 is recommended. *Student must have basic computer and internet skills. Must hold current Missouri or NREMT EMT license or have graduated from a State accredited EMT program.*

This course is designed specifically for the paramedic student to provide a basic understanding of the structure and function of the human body as related to paramedic science and clinical practice. Content includes an overview of each body system. The pathophysiology of common diseases and traumatic injury will be emphasized as a major objective of the program. Learning and evaluation of anatomy will be facilitated using anatomy models and diagrams. Learning of physiology and pathophysiology will be facilitated using clinical simulation, scenarios, and group exercises to ensure authentic connection with current clinical practice.

PAR2142 _____ (3-0) 3 cr. hr.
Paramedic Laboratory I

Prerequisite: Student must have basic computer and internet skills. *Acceptance into Paramedic Program. Corequisites:* PAR2000 and PAR2082.

This course provides practical application and instruction to compliment the theory and procedures discussed in the 1st semester Paramedic Program. Practical application includes: assessment and management of the medical and trauma patient, patient interview, communication and therapeutic communication, critical thinking/clinical decision making, scene management, documentation, team dynamics, prioritization of care, triage process, ventilatory management, CPR, medication administration, IV therapy, peripheral venous IV cannulation, fluid resuscitation and management, blood products and transfusion and NREMT psychomotor skills. Students will obtain certification in BLS for HCPs, ITLS and an approved DOT--Coaching the Emergency Vehicle Operator (CEVO) course.

PAR2162 _____ (0-2) 2 cr. hr.
Paramedic Laboratory II

Prerequisite: Grade "C" or above in sequential paramedic classes. *Corequisites:* PAR2020 and PAR2042. *Instructor approval required.*

This course provides practical application and instruction to compliment the theory and procedures discussed in the 2nd semester Paramedic Program. Practical application includes: management and resuscitation of medical emergencies, ECG monitoring devices, ECG rhythm interpretation, at-home ECG monitoring, diagnostic 12-lead/15-lead ECG interpretation and application, Right sided/Posterior ECG interpretation and application, management of typical and atypical ACS presentations, electrocardiographic assessment of left ventricular function, defibrillation and cardioversion, external pacing, management of life-threatening dysrhythmias, team dynamics, considerations of cardiac medication administration, operation and maintenance of automated compression devices, auto-ventilator and CPAP, and current AHA guidelines for ACLS and ECC. Students will obtain certification in AHA ACLS and PALS.

PAR2200 _____ (Arr.) 1 cr. hr.
Paramedic Clinical I

Prerequisite: Student must have basic computer and internet skills. *Acceptance into Paramedic Program. Corequisites:* PAR2000 and PAR2142.

This course facilitates application of advanced care in the hospital clinical setting

under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned in the classroom and laboratory setting. Assigned objectives must be completed by the student as outlined in the course syllabus. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training includes: HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2220 _____ (Arr.) 2 cr. hrs.
Paramedic Clinical II

Prerequisite: Grade "C" or above in sequential paramedic classes. *Corequisites:* PAR2042 and PAR2020. *Instructor approval required.*

This course facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for clinical includes: HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2240 _____ (Arr.) 1 cr. hr.
Paramedic Clinical III

Prerequisite: Grade "C" or above in sequential paramedic classes. *Corequisites:* PAR2062 and PAR2330. *Instructor approval required.*

This course facilitates application of advanced care in the hospital clinical setting under the supervision of licensed preceptors. It is the responsibility of the student to seek opportunities to apply assessment, physical exam techniques, invasive procedures, and treatments learned and verified in the classroom and laboratory setting. Clinical objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for clinical includes: HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2300 _____ (Arr.) 1 cr. hr.
Paramedic Internship I

Prerequisite: Student must have basic computer and internet skills. *Acceptance into Paramedic Program. Corequisites:* PAR2000 and PAR2142.

This course facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Application includes: assessment, physical exam techniques, invasive

procedures, and treatments learned in the classroom and laboratory setting. Internship objectives exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training includes: FEMA NIMS 100 & 700 Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR2322 _____ (Arr.) 2 cr. hr.
Paramedic Internship II

Prerequisite: Grade "C" or above in sequential paramedic classes. Corequisites: PAR2020 and PAR2042. Instructor approval required.

This course facilitates application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Application includes: assessment, physical exam techniques, invasive procedures, and treatments learned in the classroom and laboratory setting. Field Internship objectives exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for field internship includes: FEMA NIMS 100 & 700 Training, HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR 2340 _____ (Arr.) 2 cr. hrs.
Paramedic Laboratory III (2)

Prerequisite: Grade "C" or above in sequential paramedic classes. Corequisites: PAR2062. Instructor approval required.

This course provides practical application and instruction to complement the theory and procedures discussed in the 3rd semester Paramedic Program. Practical application includes: management and resuscitation of medical emergencies, 12-lead ECG diagnosis, waveform Capnography and ABGs, central venous IV cannulation, porta-cath cannulation, EJ cannulation, advanced airway techniques, surgical drains and dressings, Foley catheter placement, NG/OG tube placement, intermittent suctioning, needle thoracotomy, chest tube maintenance, use of pre-hospital auto-ventilator and CPAP, and current AHA guidelines for ACLS, PALS and ECC. Extensive preparation for the NREMT Paramedic Practical examination is required in this course. Students will obtain certification in PEPP, American Geriatrics Society--GEMS and AMLS.

PAR 2342 _____ (Arr.) 5 cr. hrs.
Paramedic Internship III (5)

Prerequisite: Grade "C" or above in sequential paramedic classes. Corequisites: PAR2062 and PAR2330. Instructor approval required.

This course completes the Paramedic Internship series with the Paramedic student successfully demonstrating the role of the team leader. The course completes the application of advanced care in the pre-hospital field setting under the supervision of licensed Paramedic preceptors. Field Internship objectives meet or exceed current NAEMSE EMS Education Standards and NREMT requirements. Required training for field internship includes: FEMA NIMS 100 & 700 Training,

HIPAA Training, Blood-borne Pathogen Training, Sexual Harassment Training, Hand Hygiene Training, Patient Safety Training, Blood Specimen Collection Training, Preventing Catheter Related Infections Training, IV-Site Dressing Training, Medication Safe Practice Training, Academic Integrity Training, JCAHO--Transforming Healthcare Education and Reducing Medical Errors Education.

PAR 2500 _____ (Arr.) 6 cr. hrs.
Paramedic Science Update (6)

Prerequisite: Current Missouri Paramedic or NREMT Paramedic license from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. Instructor consent required. Declared major of Paramedic Technology.

This is a hybrid course consisting of online didactic work with arranged practicum. Provides content update for students who have received their Paramedic Program completion from other institutions and wish to obtain their Associate of Applied Science in Paramedic Technology at MAC. This course allows licensed Paramedics that graduated from other institutions to complete the contact hour and curriculum transfer requirements for the AAS in Paramedic Technology.

Updates include: research methods; health-care issues; current clinical science; waveform Capnography; prehospital critical thinking; and science update of all content areas described in NAEMSE EMS Education Standards.

PAR 2510 _____ (Arr.) 3 cr. hrs.
Paramedic Refresher (3)

Prerequisite: CIS1050 or CIS1750 is recommended. Student must have basic computer and internet skills. Current Missouri Paramedic or NREMT Paramedic license from a State accredited institution or have completed a Paramedic program from a State accredited institution. Current certification in BLS HCPs, ACLS, PALS, and ITLS or PHTLS. Instructor consent required.

A hybrid course consisting of online didactic work with an arranged practicum. This course is a content, curriculum and competency update course for students who have received their Paramedic license and will provide 100 core continuing education units required for licensure renewal. Course may also provide remediation for the Paramedic student who has been unsuccessful in passing the National Registry practical or written examination. Course exceeds Paramedic level NAEMSE and BEMS relicensure requirements.

PERSONAL AWARENESS

PAW1060 _____ (1-0) 1 cr. hr.
Preparation for Employment

A course designed to teach students skills essential to the development of a sound job seeking strategy. The class requires the students to prepare a resume, cover letter, follow-up letter, and application blank, as well as practice interviewing techniques and learn tips to improve their chances of being successfully employed.

PAW1080 _____ (2-0) 2 cr. hrs.
Career Search

The essentials of the career search process are explored: needs, wants, values, roles, personality types, job satisfiers, job market, work styles and decision making. The class looks at internal motivators as well as external factors that influence job satisfaction. The class is intended for anyone desiring a life or career change.

PAW1900 _____ (1-0) 1 cr. hr.

Stress Management

This course will help the individual learn the causes, danger signals and effects of stress. The individual will be able to identify positive and negative areas of stress in his/her life and then use specific techniques of stress management to reinforce, control and cope with stress.

PAW1940 _____ (2-0) 2 cr. hrs.
Stress Management II

A further study of optimal health as it relates to stress management.

PAW1960 _____ (1-0) 1 cr. hr.
Career Planning

This course is designed to assist individuals in choosing a career through interest, abilities, and values testing. These test results provide the framework for career exploration through a variety of sources, including computerized career information systems, books, and job shadows. Students work one-on-one with career counselors to obtain career information on job duties, outlook, education, and pay.

PHYSICAL EDUCATION

PED1050 _____ (2-0) 2 cr. hrs.
Officiating of Sports Activities (fall, spring)

A study of the mechanical and technical knowledge of rules, techniques, methods, and relation of the official to the sports of basketball, baseball, or volleyball.

PED1070 _____ (2-0) 2 cr. hrs.
Fundamentals of Basketball (spring)

History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education.

PED1090 _____ (2-0) 2 cr. hrs.
Fundamentals of Baseball (spring)

History of basic fundamentals, rules, and methods of developing material for this sport. This course is designed for students majoring or minoring in physical education.

Activity classes are not offered during a specific semester, but rather based on student needs and interests. If you have need for a specific class, please notify the Physical Education Coordinator.

PED 1270 _____ (3-0) cr. hrs.
Care & Prevention of Athletic Injuries

This course will introduce students to the basic medical concepts and related scientific information to provide groundwork in the prevention, recognition, assessment, management, nature, and rehabilitation of sports related injuries and illness.

PED 1420 _____ (1-0) 1 cr. hr.
Badminton

Students will learn the rules and theory of badminton and develop basic skills and strategies needed to play the sport.

PED 2070 _____ (1-0) 1 cr. hr.
Introduction to Sport Climbing

This course provides an introduction to the sport of climbing, though use of the Alpine Climbing facility within the Public Safety Multi-Use Training Site on the Park Hills Campus. Students will become familiar with safety procedures and protocols for sport climbing along with development of new psychomotor skills related to sport climbing activities. The student will also gain experiential knowledge of sport climbing as an alternative form of physical fitness activity. This course is open to FST majors, while non-FST majors may enroll with instructor approval.

PED 2130 _____ (5-1) 1 cr. hr.
Tai Chi I

Tai Chi is a self-placed system of continually following movements that are performed in slow graceful manners. It is one of the few exercises that is appropriate for virtually any person regardless of their condition and can even be modified for disabled students.

PED 2132 _____ (1-0) 1 cr. hr.
Tai Chi II

Prerequisite: PED2130.

A continuation of Tai Chi I with the addition of form II, history, and literature.

PED 2180 _____ (1-0) 1 cr. hr.
Beginning Basketball

Students will learn the rules, strategies and skill of basketball. The students will then apply these concepts in various competitive basketball games. Co-ed. Non-Basketball athletes.

PED 2350 _____ (Arr.) 1 cr. hr.
Varsity Sports (Women's Softball)

Prerequisite: Instructor consent.

Participation in the woman's varsity softball program.

PED2520 _____ (0-2) 1 cr. hr.
Varsity Cheerleading I

Prerequisite: Instructor consent.

This class is restricted to students who are on the cheerleading squad. Tryouts for the squad are held each year.

Cheerleaders are required to attend daily practices and perform at most men's home basketball games. The cheerleading squad will also perform at several men's and women's basketball games on the road.

One unit of physical education credit is granted if the student completes one full year (two semesters) on the squad.

PED2530 _____ (0-2) 1 cr. hr.
Varsity Cheerleading II

Prerequisite: PED2520.

One unit of physical education credit is granted if the student completes a second full year on the cheerleading squad.

PED2540 _____ (Arr.) 1 cr. hr.
Varsity Sports (Men's Golf)

Prerequisite: Instructor consent.

Participation in the men's varsity golf program.

PED2560 _____ (Arr.) 1 cr. hr.
Varsity Sports (Men's Basketball)

Prerequisite: Instructor consent.

Participation in the men's varsity basketball program.

PED2570 _____ (Arr.) 1 cr. hr.
Varsity Sports (Women's Volleyball)

Prerequisite: Instructor consent.

Participation in the women's varsity volleyball program.

PED2580 _____ (Arr.) 1 cr. hr.
Varsity Sports (Men's Baseball)

Prerequisite: Instructor consent.

Participation in the men's varsity baseball program.

PED2650 _____ (0-2) 1 cr. hr.
Fundamentals of Trap and Skeet

This class is designed for the students to enjoy the outdoors, learn the skills of trap and skeet shooting, and improve gun safety.

PED 2681 _____ (2-0) 2 cr. hrs.
Hip Hop

This class will focus strictly on the dance style of hip hop touching on aspects of popping, tutting, and break dancing.

PED 2683 _____ (2-0) 2 cr. hrs.
Jazz I

This class will develop basic jazz steps, technique, and terminology. It is a beginning level course.

PED 2686 _____ (2-0) 2 cr. hrs.
Tap I

This class will develop a foundation of technique and vocabulary of tap steps and combinations. Students will learn how to produce clean tap sounds while building musicality and rhythm. Tap shoes are mandatory.

PED 2688 _____ (2-0) 2 cr. hrs.
Tap II

Prerequisite: PED2686 or two to three years tap dance experience or instructor consent.

This class will advance technique and vocabulary of tap steps and combinations. Students will strengthen clean tap sounds while building musicality and rhythm. Students will develop composition and choreography. Tap shoes are mandatory.

PED 2691 _____ (2-0) 2 cr. hrs.
Jazz II

Prerequisite: PED2683 or two to three years jazz dance experience or instructor consent.

This class will advance jazz steps, technique, and terminology. Students will develop composition and choreography.

PED2700 _____ (Arr.) 1 cr. hr.
Wellness Center I

Instruction in the development of fitness planning, fitness goal setting, and personal health and wellness. This is an introductory course where students will gain the knowledge of a wide variety of fitness equipment. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Meet with instructor during first week of classes.

PED2710 _____ (Arr.) 1 cr. hr.
Wellness Center II

Prerequisite: PED 2700 with a grade of "C" or better.

Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre-testing and post-testing to track their fitness gains. Meet with instructor during first week of classes.

PED2720 _____ (Arr.) 1 cr. hr.
Total Fitness

Prerequisites: PED 2700 & PED 2710 with a grade of "C" or better.

Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre-testing and post-testing to track their fitness gains. Meet with instructor during first week of classes.

PED2730 _____ (Arr.) 1 cr. hr.
Cycling for Fitness

Prerequisites: PED 2700, PED 2710, & 2720 with a grade of "C" or better.

Instruction in the development of fitness planning, fitness goal setting, nutrition, and personal health and wellness. Students will participate in activities designed to increase strength, flexibility, and cardiovascular endurance. Students are encouraged to do pre-testing and post-testing to track their

fitness gains. This course is designed with the cyclist/spinner in mind, but allows for body fitness by using various training methods. Meet with instructor during first week of classes.

PED 2760 _____ (1-0) 1 cr. hr.
Principles of Strength Training

Study of principles, concepts, and theories of strength training. Designed to prepare students to teach and supervise strength training programs in athletics, recreation and physical education.

PED 2820 _____ (3-0) 3 cr. hrs.
Sport & Society

The study of inter-relationships between society, culture, values and sport and the ways in which they influence one another.

PED2840 _____ (3-0) 3 cr. hrs.
Psychology of Coaching and Human Performance

Instruction will be given for the development of a coaching philosophy, instructional techniques, and strategies for dealing with teaching, practice, and game situations.

PHILOSOPHY**PHI1400 _____ (3-0) 3 cr. hrs.**
Introduction to Philosophy

This course introduces students to some of the great philosophers. Their thoughts on the meaning of life, limits of knowledge and basis for individual liberty are explored.

PHI1410 _____ (3-0) 3 cr. hrs.
Comparative Religion

A survey of the major world religions, including Hinduism, Buddhism, Judaism, Christianity and Islam. (Cultural diversity course.)

PHI1420 _____ (3-0) 3 cr. hrs.
Introduction to Ethics

An historical introduction to ethical theory with emphasis on comparison of contemporary American ethics with classical and modern moral principles.

PHYSICAL SCIENCE**PHS1130 _____ (4-2) 5 cr. hrs.**
Physical Science

Prerequisite: Grade of "C" or higher in MAT0950 or higher level math course, or have a Compass Algebra score of 38 or higher or an ACT math score of 19 or higher.

An introduction to the study of physical science for non-science majors. Especially recommended for elementary education majors. The first half of the course emphasizes the major ideas of physics while the second half emphasizes topics in chemistry.

PHS1200 _____ (3-0) 3 cr. hrs.
Introductory Astronomy

This course is an introduction to astronomical objects, structures, and processes designed for non-science majors. Topics include the history and cultural impact of astronomy, planetary and stellar evolution, galaxies, black holes and other exotic objects, the birth and large-scale structure of the cosmos, and life in the universe.

PHS1210 _____ (3-4) 5 cr. hrs.
Chemistry of Alternative Energy

Prerequisite: Grade of "C" or better in MAT0950 or TEC1900 or higher level math, or have a Compass Algebra score of 38 or higher or ACT math score of 19 or higher.

This class is not intended to provide a foundation for students entering General Chemistry. This course will provide an overview and a basic understanding of the chemical principles behind the sources of alternative energy

and the fundamental chemical concepts of how they are utilized and implemented in society. Identification of sources of alternative energy which include biodiesel, bioethanol, biogas, solar, wind, geothermal, nuclear, and hydroelectric systems as well as current topics of alternative energy will be discussed. Building a general understanding of the chemistry behind these sources of alternative energy in both a laboratory and classroom setting will give students hands on experience, as well as, displaying the importance of chemical safety in a laboratory-type and work place environment. This course will help prepare a student for entry level employment and chemical competency in the alternative energy industry.

PHS1230 _____ (3-0) 3 cr. hrs.
Introductory Oceanography

This is a course covering all areas of oceanographic study. The primary emphasis is physical oceanography, i.e. waves, tides, currents, shoreline, ocean basins, ocean sediments and properties of salt water. A portion of the course covers marine ecology and marine life.

PHS1250 _____ (3-4) 5 cr. hrs.
Introductory Chemistry

Prerequisite: Grade of "C" or higher in MAT0950 or higher level math course, or have a Compass Algebra score of 38 or higher or an ACT math score of 19 or higher.

A presentation of the fundamentals of chemistry for the non-science major who needs a course in physical science or who wishes to broaden his general scientific knowledge.

PHS1350 _____ (4-3) 5 cr. hrs.
General Chemistry I (fall)

Prerequisites: One unit of high school chemistry AND a Compass Algebra score of 66 or higher or an ACT math score of 23 or higher. High school physics is recommended as is being enrolled in MAT1230 or a higher math.

A presentation of the fundamentals of chemistry for the science or engineering major. The laboratory emphasizes quantitative measurements and procedures.

PHS1380 _____ (1-3) 2 cr. hrs.
Qualitative Analysis (spring)

Prerequisite: A grade of "C" or better in PHS1350 or equivalent.

The study of the general theories for the qualitative separation and identification of metals. Students perform investigations in the laboratory which are pertinent to and coordinated with the lecture topics. The student may enroll separately from PHS1390.

PHS1390 _____ (3-3) 4 cr. hrs.
General Chemistry II (spring)

Prerequisite: A grade of "C" or better in PHS1350 or equivalent.

A continuation of PHS1350 covering more advanced subject matter with the emphasis placed on equilibrium.

PHS1420 _____ (3-2) 4 cr. hrs.
College Physics I (fall)

Prerequisite: A grade of "C" or better in MAT1230 College Algebra.

An introduction to the nature of physical thinking and selected topics in mechanics, statics, dynamics, heat and thermodynamics, oscillatory motion and sound. Three lectures and one two-hour lab per week.

PHS1440 _____ (3-2) 4 cr. hrs.
College Physics II (spring)

Prerequisite: PHS1420 with a grade of "C" or better.

A continuation of PHS1420, with emphasis

on electricity, magnetism, optics and modern physics.

PHS2230 _____ (4-2) 4 cr. hrs.
General Physics I (spring)

Prerequisite: Should be preceded or accompanied by MAT2150.

An introductory course designed to meet the needs of physical science or engineering majors. Newtonian mechanics, heat and thermodynamics, and introductory mechanical wave motion are included. Three lecture hours, one problem session, and one laboratory per week.

PHS2240 _____ (4-2) 4 cr. hrs.
General Physics II (fall)

Prerequisite: PHS2230 with grade of "C" or better.

A continuation of PHS2230 that includes wave motion and sound, electricity and magnetism, and light phenomena.

PHS2250 _____ (4-2) 4 cr. hrs.
General Physics III

Prerequisites: PHS2240 and accompanied by MAT2330.

This course includes elements of atomic and nuclear physics, particle interactions, quantum mechanics, special relativity and solid state physics.

PHS2300 _____ (3-4) 5 cr. hrs.
Introduction to Organic Chemistry

Prerequisite: A grade of "C" or better in PHS1250 or equivalent.

A brief introduction to modern organic chemistry for students interested in agriculture, biology, human or veterinary medicine, pharmacy, nursing, medical technology, health science, home economics, and forestry.

PHS2350 _____ (3-6) 5 cr. hrs.
Organic Chemistry I (fall)

Prerequisite: A grade of "C" or better in PHS1390 or equivalent.

This is the first half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. This course is for the student who has chosen chemistry or chemical engineering as a major field of study. It is also for the student who has chosen a field of study such as dentistry, premedicine, or pharmacy, where organic chemistry is a supporting subject. Three lectures and two three-hour labs per week.

PHS2360 _____ (3-6) 5 cr. hrs.
Organic Chemistry II (spring)

Prerequisite: A grade of "C" or better in PHS2350 or equivalent.

A continuation of PHS2350. This is the second half of a two semester course where the theory of the fundamental reactions of organic compounds are studied and practiced. Three lectures and two three-hour labs per week.

PHS2400 _____ (4-2) 5 cr. hrs.
Earth Science (with lab)

Prerequisite: A grade of "C" or better in MAT0900; or Learning Center modules MAT0020, MAT0030 and MAT0040 or higher level math course; or minimum ACT math score of 15 or Compass score of 23.

An introduction to the earth sciences emphasizing the structure, materials, and history of the Earth, its place in the solar system, and the processes that occur in shaping the Earth. Four one-hour lectures and one two-hour laboratory per week.

PHS2410 _____ (3-4) 5 cr. hrs.
Physical Geology

Prerequisite: A grade of "C" or better in MAT0900; or Learning Center modules MAT0020, MAT0030 and MAT0040 or higher level math course; or minimum ACT math score of 15 or Compass score of 23.

An introductory course in geology emphasizing the earth's crust, structures and surficial processes. Included in the course is a laboratory study of common minerals and rocks, topographic and geologic maps. There are three lectures and two four-hour laboratories per week. When field trips are scheduled, the laboratory time may be extended.

PHS2420 _____ (3-0) 3 cr. hrs.
Earth Science I

Prerequisite: A grade of "C" or better in MAT0900; or Learning Center modules MAT0020, MAT0030 and MAT0040 or higher level math course; or minimum ACT math score of 15 or Compass score of 23.

An introduction to the earth sciences emphasizing structure, materials, history of the earth, and the processes that occur in shaping the earth and oceanography.

PHS2430 _____ (3-0) 3 cr. hrs.
Earth Science II

Prerequisite: A grade of "C" or better in MAT0900; or Learning Center modules MAT0020, MAT0030 and MAT0040 or higher level math course; or minimum ACT math score of 15 or Compass score of 23.

An introduction to earth sciences emphasizing the atmospheric and astronomical (space) sciences.

PHYSIOLOGY AND HEALTH

PHY1120 _____ (2-0) 2 cr. hrs.
School Health

A course dealing with the structure and functions of the human body and the principles of its care. Emphasis is placed on nutrition, chronic and contagious diseases, and reproduction. This course is designed to give students a practical knowledge of personal health care. In addition, the course will benefit students pursuing child-centered careers as children's and adults' health will be a primary focus of the course.

POLITICAL SCIENCE

For students in the Arts & Sciences Division, the legal requirement in U.S. and state government and the history of American institutions may be met by completing six hours in the following combinations:

1. POS1180 American Political Systems AND HIS1230 American History I; OR
2. POS1180 American Political Systems AND HIS1240 American History II.

POS1180 _____ (3-0) 3 cr. hrs.
American Political Systems

This is a required course for all students who are pursuing the AA, AAT or AGS degree covers the local, state, and national government systems. It also satisfies the requirement of the U.S. and Missouri constitutions.

PSYCHOLOGY

PSY1040 _____ (1-0) 1 cr. hr.
Mental Health First Aid

This course teaches people how to give "first aid" to individuals experiencing a mental health crisis situation and/or who are in the early stages of a mental health disorder.

PSY1130 _____ (3-0) 3 cr. hrs.
General Psychology I

A broad overview of the general field of psychology and fundamental principles of

human behavior is provided in this course. Includes topics such as the biology of behavior, learning and memory, emotion and motivation, growth and development, individual personality, psychopathology, and treatment of mental illness.

PSY1140 _____ (3-0) 3 cr. hrs.
General Psychology II

Prerequisite: PSY1130.

A more intensive examination of the principles and theories of human behavior studied in General Psychology I. Course topics cover a broad spectrum of interest areas in psychology to help the student bridge the gap between principles, theories and the real world. Emphasis is placed on developing advanced knowledge and skills of scientific analysis, library research and clarity of scientific writing.

PSY1160 _____ (3-0) 3 cr. hrs.
Applied Psychology

Application of psychological principles and theory to modern-day settings and everyday life with emphasis on personal adjustment, stress and health, development, social influences, interpersonal communication, intimate relationships, careers and work.

PSY1250 _____ (3-0) 3 cr. hrs.
Human Growth and Development

This course provides the student with a lifespan approach to development. The course examines major psychological issues, theories, and research concerning infancy, childhood, adolescence, and adulthood. Influences on physical, cognitive, personality, and social development are analyzed.

PSY2000 _____ (3-0) 3 cr. hrs.
Abnormal Psychology

Prerequisite: PSY1130.

A survey of various psychological disorders, including their signs, symptoms, causes, and treatment, as well as the theoretical perspectives through which these disorders are viewed. Legal and ethical issues are also discussed along with other controversial topics in the field.

RADIOLOGY

RDL1020 _____ (3-0) 3 cr. hrs.
Radiation Protection

Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

RDL1040 _____ (3-0) 3 cr. hrs.
Radiographic Anatomy I

Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissue organs and systems will be described and discussed.

RDL1060 _____ (3-0) 3 cr. hrs.
Radiographic Procedures I

To provide the knowledge base necessary to perform standard extremity radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RDL1082 _____ (3-0) 3 cr. hrs.
Introduction to Radiology and Patient Care

Provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard

precautions. The role of the radiographer in patient education is identified. Also, to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system and the fundamental backgrounds in ethics. Principles, practices and policies of the health care organization (s) will be examined and discussed in addition to the professional responsibilities of the radiographer. The student will examine a variety of ethical issues and dilemmas found in clinical practice. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

RDL1102 _____ (Arr) 6 cr. hrs.
Clinical I

Through structured competency based clinical assignments, concepts of team practice, patient-centered clinical practice, radiation protection, and professional development are discussed, examined and evaluated. Students will begin working on patients in the Radiology Department at their assignment clinical site.

RDL1220 _____ (3-0) 3 cr. hrs.
Radiographic Exposure I

Designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images.

RDL1240 _____ (3-0) 3 cr. hrs.
Radiographic Procedures II

Prerequisite: RDL1060.

To provide the knowledge base necessary to perform spine and thoracic region radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

RDL1260 _____ (3-0) 3 cr. hrs.
Radiographic Physics I

Designed to establish a basic knowledge of atomic structure and terminology.

RDL1270 _____ (3-0) 3 cr. hrs.
Image Acquisition

An understanding of the components, principles and operation of film and digital imaging systems found in diagnostic radiology. Factors that impact acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented. Film imaging with related accessories is also emphasized.

RDL1280 _____ (3-0) 3 cr. hrs.
Image Analysis I

To provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality.

RDL1300 _____ (Arr) 6 cr. hrs.
Clinical II

Prerequisite: RDL1102.

Designed to develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures working toward clinical competence. Students will begin rotations through modalities and continue working with patients.

RDL1400 _____ (Arr) 5 cr. hrs.
Clinical III

Prerequisite: RDL1300.

Practice experiments are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Rotation through the Computed Tomography department will occur.

RDL2000 _____ (3-0) 3 cr. hrs.
Radiographic Biology

To provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

RDL2022 _____ (3-0) 3 cr. hrs.
Radiographic Equipment

Prerequisite: RDL1260.

Designed to establish the nature and characteristics of radiation, X-ray production and the fundamentals of photon interactions with matter as well as advanced knowledge in radiographic, fluoroscopic, mobile and tomographic equipment and design.

RDL2040 _____ (3-0) 3 cr. hrs.
Radiographic Procedures III

Prerequisite: RDL1240.

To provide the knowledge base necessary to perform skull and facial bones radiographic procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images.

RDL2080 _____ (3-0) 3 cr. hrs.
Radiographic Exposure II

Prerequisite: RDL1220.

Continue to establish a factors that govern and influence the production and recording of radiologic images.

RDL2100 _____ (Arr) 6 cr. hrs.
Clinical IV

Prerequisite: RDL1400.

Designed to further apply, critically analyze, integrate, synthesize and evaluate more complex concepts and theories. Practice experiments are designed to provide an advanced level of patient care and assessment. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Students will finish rotations through modalities.

RDL2200 _____ (3-0) 3 cr. hrs.
Image Analysis II

Prerequisite: RDL1280.

Actual images will be included for analysis to introduce concepts related to diseases and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

RDL2240 _____ (3-0) 3 cr. hrs.
Cross Sectional Anatomy

To provide entry-level radiography students with principles related to computer tomography (CT) imaging.

RDL2260 _____ (3-0) 3 cr. hrs.
Radiographic Anatomy II

Prerequisite: RDL1040.

Content is designed to establish an advanced knowledge of anatomy and physiology. Further discussion of bones, cardiovascular and other systems will be described.

RDL2280 _____ (Arr) 6 cr. hrs. Clinical V*Prerequisite: RDL2100.*

Students will finish all mandatory competencies, rechecks, and objectives to fulfill requirements to sit for the American Registered Radiologic Technologists exam. Students will have achieved the highest level of preparation and patient care skills to become Registered Technologists.

RDL2400 _____ (1-0) 1 cr. hr. Radiology Registry Review

To provide each participant with the comprehensive review of the art of science and diagnostic Radiologic Technology and a step-by-step method of preparation for the successful completion of the American Registry of Radiologic Technologists Registry Examination RT (R). Must be a second year Radiology Student

RENEWABLE ENERGY TECHNOLOGY**RET1000 _____ (3-0) 3 cr. hrs. Introduction to Renewable Energy Technology**

This course is designed to provide students with an introduction and comprehensive overview of energy, forms of energy, uses of energy, sources of energy, and specific types of energy including biomass, geothermal, wind power, solar power, tidal power, nuclear power, fuel cells, and hydropower. Emphasis will be placed on the exploration of principles and concepts as well as the application of energy concepts and practices through the completion of experiments, learning exercises, field trips, writing activities, and design projects in existing energy technologies as well as emerging renewable energy technologies. The primary topics include defining energy, storing and moving energy, renewable energy, energy production and costs, energy conversion, energy assessments, chemical energy, thermal energy, nuclear energy, electrical energy, radiant energy, motion energy, sound energy, fossil fuels, biomass energy, wind energy, solar energy, hydrogen energy, energy production and costs, energy conversion, regulations, and the future of energy.

RET1020 _____ (3-0) 3 cr. hrs. Instrumentation Principles

This course is designed to provide students with an introduction to instrumentation and measurement tools utilized in modern biofuels production facilities. The course assists students in developing skills related to the management of technological systems, systems, processes for measuring energy, basic control elements, control systems and circuits, programmable control, control logic, drive systems, open and closed loop circuitry, transmission devices, storage devices, protection devices, types of control, and line diagrams. Students will demonstrate the ability to use the instruments and technologies of renewable energy technology industries to perform experiments in the laboratory and to solve given problems.

RET1040 _____ (3-0) 3 cr. hrs. Industrial Safety and Sanitation

This course is designed to provide students with an introduction to industrial safety principles, concepts, and practices. Emphasis is placed on industrial safety, OSHA, and environmental safety regulations. Students will demonstrate the ability to clearly articulate safety principles and practices, governmental and regulatory compliance, and environmental safety practices. The primary topics include safety regulations, work environments, OSHA compliance, accident prevention, record

keeping, safeguards, facility inspection, communication systems, job safety analysis, environmental health and safety, hazardous materials and materials handling, safety awareness, and emergency response.

RET2000 _____ (3-0) 3 cr. hrs. Bioprocess Practices*Prerequisite or corequisite: RET1040 with a grade of "C" or better.*

This course is designed to provide students with a historical perspective and investigations into early applications of biofuels like biodiesel, ethanol, methanol, methane, and hydrogen. Emphasis is placed on the study of biochemical methods involved in the generation of ethanol, and other biofuels from feedstocks like soybeans, corn, sunflower seeds or canola; as well as biodiesel from animal fats, annual crops, waste vegetable oil, and other waste products. Additionally, the production of methane and alcohol based fuels and their roles as a transportation fuel will be discussed and explored. Students will investigate the potential of different raw materials and plants as fuel sources, examine the process through which plant matter is converted into fuel, examine the environmental and social consequences of using various biofuels, and explore emerging and future alternative energy fuels derived from biomass like grass, wheat straw, fungi, and algae.

RET2020 _____ (3-0) 3 cr. hrs. Solar Energy Systems*Prerequisite or corequisite: RET1040 with a grade of "C" or better.*

This course introduces the student to solar electricity production, storage, and conversion for use. A brief review of electrical/electronics, voltage, current laws, and formulas along with solar energy discussion and hands on, will help the student to construct and repair solar electrical/electronic systems.

RET2040 _____ (3-0) 3 cr. hrs. Wind Energy Systems*Prerequisite or corequisite: RET1040 with a grade of "C" or better.*

This course introduces the student to wind electricity production, storage, and conversion for use. A brief review of electrical/electronics, voltage, current laws, and formulas along with wind energy discussion and hands on, will help the student to construct and repair wind electrical/electronic systems.

SOCIOLOGY**SOC1130 _____ (3-0) 3 cr. hrs. General Sociology**

Introduction to sociology systematically examines behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiated by race, ethnicity, gender, class, region, and sociocultural change upon people's attitudes and behaviors.

SOC1230 _____ (3-0) 3 cr. hrs. Social Problems (spring)

A course designed to look at specific areas of major American social problems. Proposed problems to be studied include: drugs, crime and delinquency, mental disorders, sexual behavior, race relations, family problems, poverty, war and peace.

SOC1240 _____ (3-0) 3 cr. hrs. Substance Abuse in Modern Society*Prerequisite: PSY1130 or SOC1130.*

An overview of the drug problems in America and its institutions. Included will be an explanation of drug actions within the human body and frequently observed manifestations

of drug dependency and usage as well as the study of drug abuse prevention programs.

SOC1540 _____ (3-0) 3 cr. hrs. Introduction to Cultural Anthropology

This course is an introduction to the study of human cultures which aims to demonstrate how the basic concepts and techniques developed by anthropologists help us understand societies of various degrees of complexity. Major goals are increased awareness of the diversity and flexibility of human cultures through a comparison of marriage and family, economic, political, religious and language systems. (Cultural diversity course.)

SOC1600 _____ (3-0) 3 cr. hrs. Ethnicity and Cultural Differences in America

This course is an in-depth exploration of American ethnic, racial and subcultural diversity with a focus on the social dynamics and consequences of cultural differences. Integrates knowledge about lifestyles and needs of different groups and their contributions to the American way of life. Includes topics on ethnic relations, the Anglo-Saxon concept, African Americans, Native Americans, Latinos, Asian Americans, as well as Gay and Lesbian lifestyles, the Amish, and cultural variance between the West coast and the Old South. (Cultural diversity course.)

SOC1620 _____ (3-0) 3 cr. hrs. Human Diversity

This course is designed to promote better understanding and appreciation of human differences through comparison of diverse populations based on value systems, cultural and ethnic influences, communication styles, socioeconomic factors, health risks, disabilities, life stages and other types of diversity. Content provides a multidisciplinary knowledge base and perspectives that include the study of cultural factors that influence human behavior and relationships to help the student interact more effectively and sensitively with people from diverse backgrounds. (Cultural diversity course.)

SOCIAL WORK**SWK1000 _____ (3-0) 3 cr. hrs. Introduction to Social Work**

A survey course designed to introduce the student to the field of social work. It offers an overview of the settings in which Social Workers practice, the populations they serve, and the various problems they address. Major topics include the history and development of the social work profession, foundations of knowledge, and professional values and ethics.

SWK2000 _____ (3-0) 3 cr. hrs. Theories and Skills in Helping*Prerequisite: SWK1000.*

Introduction to the methodology used in the helping profession with emphasis on effective interpersonal communication, interviewing, and development of basic helping skills. A process-oriented approach to solving individual, family, and community problems will be employed.

SWK2020 _____ (3-0) 3 cr. hrs. Policy and Politics*Prerequisite: SWK1000.*

Provides an examination of social welfare policy development. The examination will focus on historical factors, value assumptions, and social-political-economic contexts. Specific social issues in the field of human services will be explored and related to policy development. The processes and skills necessary for examination and evaluation of

programs/policies (federal, state, local) will be emphasized.

TECHNOLOGY

TEC1000 _____ (Arr.) 6 cr. hrs. Machine Shop I

An introduction to basic machine tool technology. Includes safety practices, elementary blueprint reading, layout and bench work, and an introduction to the use of machine tools.

TEC1020 _____ (1-0) 1 cr. hr. Introduction to Technology

A survey course designed to orient students to the various areas of specialization in the field of technology.

TEC1022 _____ (3-0) 3 cr. hrs. Environmental Technology

Prerequisite: Instructor consent.

An introduction to the effects of hazardous substances on human and environmental health which includes the identification of risks, respiratory protection, hazard communication material storage, noise control, mitigation, and radiation. Federal and State Health and Safety regulations per HAZWOPER 40 hr and OSHA 10 hr Health and Safety Training Program in accordance with hazardous waste sites.

TEC1040 _____ (3-0) 3 cr. hrs. Technical Writing

Prerequisite: ENG1330 or ENG0970 with a grade of "C" or better.

Report writing for students majoring in technology. The primary purpose is to have each student learn to prepare clear, concise, complete engineering reports, including the necessary graphs, tables, and written material.

TEC1070 _____ (4-Arr) 4 cr. hrs. Unified Technical Concepts I

Prerequisite: TEC1900 with a grade of "C" or above.

A flexible, modular, integrated approach to teaching the traditional Technical or Applied Physics course. A central core emphasizes both the analogies between basic physical principles and the applications of these principles in modern technology. Emphasis is on mechanical, fluidal, electrical and thermal systems.

TEC1080 _____ (4-Arr.) 4 cr. hrs. Unified Technical Concepts II

Prerequisites: TEC1900, TEC1070 with a grade of "C" or above, or instructor consent.

A continuation of Unified Technical Concepts I, using a flexible, integrated modular approach to Technical Physics. Emphasis is on energy systems, wave vibration, and optics.

TEC1100 _____ (Arr.) 3 cr. hrs. Technical Internship

Prerequisites: Instructor consent, sophomore standing, GPA of 2.5 and completion of or concurrent enrollment in PAW1060.

Supervised occupational experience in local business, municipal and governmental agencies.

TEC1160 _____ (Arr.) 6 cr. hrs. Machine Shop II

Prerequisite: TEC1000.

A continuation of TEC1000 involving greater depth in the use of grinders, drill presses, lathes, milling machines, and shapers. This course is offered by Mineral Area College at the UniTec Career Center.

TEC1200 _____ (3-0) 3 cr. hrs. Architectural Design and Drafting

Prerequisite: TEC1300 or instructor consent.

The design and development of working drawings for architectural and industrial facilities. Topics included are: materials, structures, specifications, aesthetics, construction principles, developing models, cost estimating and building codes.

TEC1220 _____ (3-0) 3 cr. hrs. Mechanical Design and Drafting

Pre/Corequisite: TEC1300 or instructor consent.

The graphic representation of piping, plumbing, electrical, heating, ventilating, and air conditioning systems.

TEC1260 _____ (3-0) 3 cr. hrs. Topographic and Map Drafting

Prerequisite: TEC1300.

The methods of plotting maps, showing horizontal and vertical control and practice inputting field data into graphic form.

TEC1300 _____ (3-0) 3 cr. hrs. Computer Aided Design/Drafting

A self-paced course devoted to learning the basic operation of a microcomputer based CAD/D system. Fundamentals of system operation and commands will be stressed.

TEC1320 _____ (3-0) 3 cr. hrs. Advanced Computer Aided Design/Drafting

Prerequisite: TEC1300 with a grade of "C" or above, or instructor consent.

A continuation of TEC1300, with emphasis on development of complex drawings for different engineering specialties.

TEC1330 _____ (3-0) 3 cr. hrs. CAD/D — Special Problems

Prerequisite: TEC1300 with a grade of "C" or above, or instructor consent.

A continuation of TEC1320, with emphasis on problems selected from aerospace, architectural, mechanical, electrical, piping, or structural, or technical illustration.

TEC1350 _____ (3-0) 3 cr. hrs. Introduction to Robotics

A general course that provides an historical perspective of the use and development of robotics within the context of productivity, safety and emerging commercial applications. The experience and knowledge gained through study and participation in the field of robotics will give the student a basic background of the industrial robot which is essential in today's industrial world of high technology.

TEC1370 _____ (3-0) 3 cr. hrs. Basic Computer Programming for Technicians

An introductory course to microcomputer applications for the student entering any of the Technology fields. Emphasis will be placed on using microcomputer programs to solve engineering problems.

TEC1390 _____ (Arr.) 6 cr. hrs. Machine Shop III

Prerequisites: TEC1000 and TEC1160 with a grade of "C" or above.

A study of advanced machine tool operations with special emphasis on project planning and quality and quantity management. This course is offered by Mineral Area College at UniTec Career Center.

TEC1400 _____ (5-0) 5 cr. hrs. Machine Design

Prerequisites: TEC1760 with a grade of "C" or above.

The theory of designing mechanical components to safely and effectively transmit force and

motion. Units of study include basic stresses, combined stress, deflection, impact, column effect, and fatigue.

TEC1430 _____ (Arr.) 6 cr. hrs. Machine Shop IV

Prerequisites: TEC1000, TEC1160, and TEC1390 with a grade of "C" or above.

An application of the skills gained in the previous courses in planning, implementing, and executing a complete class production project. This course is offered by Mineral Area College at UniTec Career Center.

TEC1490 _____ (1-0) 1 cr. hr. Survey Writing Skills and Legal Problems

The course is designed to enhance writing skills on survey boundary descriptions and the legal knowledge of surveyors regarding applicable property law. The benefits realized from the course will be better communication between surveyors and attorneys, writing that is more concise and understandable, and improved surveyor knowledge of the evolving property law affecting their profession.

TEC1500 _____ (3-0) 3 cr. hrs. Plant Layout

A study of the techniques used to develop efficient arrangement of men, materials, and machines in industrial and commercial buildings. The course of study includes the nature of plant layout, factors influencing plant layout and how to plan the layout emphasis.

TEC1520 _____ (3-0) 3 cr. hrs. Construction Methods and Estimating

An introduction to the methods of construction and the estimating of quantities and cost of architectural and aluminum, plastic, concrete, and wood.

TEC1530 _____ (3-0) 3 cr. hrs. Three-Dimensional Modeling-CAD/D

Prerequisite: TEC1300 and TEC 1320 with a grade of "C" or above.

A self-paced course devoted to learning Three-Dimensional drafting and design based on computer CAD/D system. Emphasis will be on wireframe and solid entity design.

TEC1540 _____ (3-0) 3 cr. hrs. Surveying I

An introduction to plane surveying with emphasis on field work including use of instruments and note taking. Necessary computations for mathematically checking results, accuracy and appearance are stressed.

TEC1550 _____ (3-0) 3 cr. hrs. Surveying II

Prerequisite: TEC1540 with a grade of "C" or above, or instructor consent.

A continuation of TEC1540 with emphasis on route surveying. Computation of simple and complex horizontal and vertical curves, earthwork calculations and design criteria for both highway and rail design are studied.

TEC1560 _____ (3-0) 3 cr. hrs. Manufacturing Process and Estimating

A study to emphasize the principles of manufacturing processes and their efficient utilization as applied to engineering products. Course content includes: metals, foundry processes, plastics, metalworking processes, measurement and inspection, welding and economics of process planning.

TEC1570 _____ (2-0) 2 cr. hrs. Legal Aspects of Surveying and Land Boundaries

Development of the legal principles pertaining to creation, modification and establishment of land boundaries, review of legal responsibilities, rights and liabilities of surveyors, and

review of real estate property law pertaining to surveying in general.

TEC1580 _____ (3-0) 3 cr. hrs.

Quality Control and Testing Fundamentals

A study of the principles used to insure a good quality product and an introduction to basic laboratory equipment procedures. Course content includes: simple quality control and inspection tests, types of quality control systems, sampling plans, organizations aspects and reliability study.

TEC1590 _____ (2-0) 2 cr. hrs.

Legal Principles and Roles in Surveying

This course is designed to enhance knowledge of a surveyor's role in court and a legal update on applicable boundary/property law. The benefits realized from the course will be better communication between surveyors and attorneys, better court performance for surveyors, and improved surveyor knowledge of the evolving boundary and property law affecting their profession in Missouri.

TEC1600 _____ (3-0) 3 cr. hrs.

Materials Analysis

The study of the properties of engineering materials and the means to obtain measures of those properties by analysis and testing. Materials tested include: steel, aluminum, plastic, concrete, and wood.

TEC1620 _____ (3-0) 3 cr. hrs.

Soils Analysis

A study of soils as an engineering material, including problem solving in the effects of moisture content, density, water flow, and adjacent soil pressures.

TEC1640 _____ (3-0) 3 cr. hrs.

Environmental Analysis

The course is designed primarily for the Civil Technician who is interested in learning the problems and methods of dealing with water pollution, air pollution, solid waste disposal, and sewage treatment. Instruction shall consist of causes of pollution, proper design of equipment used (both preventative and corrective), and methods of laboratory testing.

TEC1670 _____ (2-0) 2 cr. hrs.

Design & Development I

This course introduces students to design and development of a product needed to solve a problem. The student, working in design teams, will be required to use critical thinking to design a component from perception through to a working prototype in order to prove out the solution. Students are asked to work from a set design specifications to develop a design approach, building a working prototype, test to the design parameters, write a report, and give a presentation to a review board. The report must include enough detail to produce the solution.

TEC1690 _____ (3-0) 3 cr. hrs.

Introduction to Geographic Information Systems

Prerequisite: CIS1050 with a grade of "C" or above, or higher class.

This course introduces students to the tools and techniques of GIS including spatial data capture, management and analysis, as well as cartographic output through hands-on experience using GIS software. Emphasis is placed on training in the use of technology and software in order to provide students with skills and a conceptual base on which they can build further expertise in GIS.

TEC1720 _____ (3-0) 3 cr. hrs.

Mechanisms

Prerequisite: TEC1900 with a grade of "C" or above, or instructor consent.

A course in utilizing sources of applying power transmission principles to basic mechanical components, fundamental rotary motion and linear and angular displacements are studied.

TEC1730 _____ (1-0) 1 cr. hr.

Problem Analysis

A comprehensive study of the use and capabilities of the scientific calculator. Areas of emphasis will be to introduce the student to new concepts or techniques followed by examples in problem solving.

TEC1740 _____ (3-0) 3 cr. hrs.

Mechanical and Electrical Systems

A course providing the necessary theory for designing piping, plumbing, heating, ventilating, air conditioning, and electrical systems. Various code requirements, as well as engineering and industrial standards, are presented. Conventional equipment, fixtures, materials, controls and workmanship are discussed in relation to costing and specifications.

TEC1760 _____ (5-0) 5 cr. hrs.

Mechanics and Strength of Materials

A study of structural engineering bodies that have external applied loads and determining the internal load distribution. Problem solving will be in the areas of loads, internal force, internal deformations and sizing of structures.

TEC1770 _____ (3-0) 3 cr. hrs.

Computer Numerical Control (CNC)

Prerequisite: TEC1160 with a grade of "C" or above, or instructor consent.

An introductory course in CNC programming. The student will learn to create manual part programs for a small lathe and milling machine equipped with CNC controller, use proper coding, acceptable machine practices and programming techniques.

TEC1780 _____ (3-0) 3 cr. hrs.

Blueprint Reading

A first year core course for all Technology students. Students will learn to interpret mechanical, civil, structural, plumbing, architectural and electrical/electronic schematic drawings. The ability to take off dimensions and part quantities will be stressed.

TEC1790 _____ (3-0) 3 cr. hrs.

Basic Numerical Control Programming

The course will cover good N/C machining practices, definition of geometric entities and continuous path programming techniques, such as macros and looping, using the APT language, enabling the student to prepare simple 3 axis N/C part programs.

TEC1800 _____ (3-0) 3 cr. hrs.

Advanced Numerical Control Programming

Prerequisite: TEC 1770 and TEC1790 with a grade of "C" or above..

The course will build on material learned in TEC1790 to more advanced definitions and topics such as ruled surfaces, matrices and programming techniques needed to create N/C programs in the APT language for complex parts to be manufactured on 3, 4, and 5 axis N/C machines.

TEC1810 _____ (2-0) 2 cr. hrs.

N/C Planning and Tooling

Prerequisites: TEC1000 and TEC1790 with a grade of "C" or above, or instructor consent.

An introductory course for machine tool option majors to learn the pre-plan flow of N/C operations necessary to the programming of complex parts. In addition the student will

be introduced to tooling concepts pertaining specifically to N/C manufactured parts.

TEC1880 _____ (3-0) 3 cr. hrs.

Basic Machine Tool

A basic course introducing students to machine tool technology. Includes measurement and layout, bench work, grinding and finishing machines.

TEC1890 _____ (3-0) 3 cr. hrs.

Advanced basic Machine Tool

Prerequisites: TEC1800.

An advanced course for students who have completed Basic Machine Tool.

TEC1900 _____ (3-0) 3 cr. hrs.

Technical Mathematics I

Prerequisites: ACT Math score of at least 15 or a Compass Algebra score of 23. A grade of "C" or better in MAT0900 or Learning Center Modules MAT0020, MAT0030, MAT0040.

College mathematics for students majoring in technology. The course of study includes calculator applications, algebra, geometry, graphical methods and trigonometry.

TEC1910 _____ (3-0) 3 cr. hrs.

Technical Mathematics II

Prerequisite: TEC1900 with a grade of "C" or above.

A continuation of TEC1900. The major topics are: advanced algebra, exponents, radicals, logarithms, oblique and analytical trigonometry.

TEC2030 _____ (3-0) 3 cr. hrs.

Basic Fluid Power

The study of science in transmitting force and/or motion through the medium of a confined fluid. Emphasis will be in gaining technical knowledge about the design application and use of fluids as power-transmission agents.

TEC2040 _____ (3-0) 3 cr. hrs.

Introduction to Process Control

This course teaches the basic principles of process automation and demonstrates the application of these principles in modern industrial practice. This is an introductory or first level course. The course is intended to be both theoretical and practical to show the basic concepts of process control theory and how these concepts are used in daily practice.

TEC2120 _____ (Arr.) 3 cr. hrs.

Technical Internship II

Prerequisite: TEC1100 with a grade of "C" or better.

A supervised occupational experience with local business. Students shall perform 90 hours of on-the-job training under the direction of a qualified supervisor in the location approved by instructor. This course is required for all Associate of Applied Science degrees with respect to the following majors: Automotive Collision Technology, Automotive Technology, Construction/Building Technology, Graphic Arts/Printing Technology, Heating, Air Conditioning & Refrigeration Technology and Welding Technology.

THEATRE

THE1000 _____ (3-0) 3 cr. hrs.

Introduction to Theatre

A course designed to give a comprehensive introduction to the art of theatre by examining the roles and contributions of theatre artists including the actor, the director, the designers, the playwright, and the critic. Students will develop projects in these areas and attend theatre productions.

THE1040 _____ (3-0) 3 cr. hrs.
Beginning Acting

Methods of improving vocal and physical skills for performance. Students receive training in voice, movement, characterization, and play analysis. Theatre games, improvisations, and short dramatic scenes are emphasized.

THE1080 _____ (3-0) 3 cr. hrs.
Children's Theatre (Creative Drama)

A performance and study based class, students will review the history and purpose of creative dramatics in the school. Students will rehearse and perform one-act plays at area elementary schools. Students must be available to tour Tuesday and Thursday afternoons from 12-4 p.m. for the final eight weeks of the semester. The class is open to all students.

THE1100 _____ (Arr.) 1 cr. hr.
Directed Studies in Theatre Arts

Supervised study in the varied aspects of the theatre under the direct supervision of the theatre director or technical director in conjunction with Mineral Area College's theatrical productions. This study may include acting, directing, costuming, makeup, scenic design and construction, stage lighting, and management. A maximum of six credit hours may be applied towards graduation if the course is repeated. Open to all students.

THE1120 _____ (3-0) 3 cr. hrs.
Stagecraft

Instruction in and operation of equipment used in technical theatre. Areas include scenery, lighting, sound, properties and make-up. Lecture, demonstration and hands-on lab experience. Open to all students.

THE1200 _____ (3-0) 3 cr. hrs.
Introduction to Literature: Drama

An analysis of dramatic form through the study of representative genres of theater to aid student development of critical capabilities for reading drama. Tragedy, comedy, tragicomedy, farce, melodrama, musicals, absurdism and other styles will be studied using specific scripts, as well as the cultures that gave rise to these movements. This is a reading intensive course.

THE1300 _____ (3-0) 3 cr. hrs.
Directing

This class will present an introduction to the position of director in theatre. Students will learn how to appraise their resources, select a play, cast, block, work in union with the technical areas to present a single point of view, assist actors in creating characters, integrate a group of individuals into a cohesive cast, create moving stage pictures and present a production for performance.

THE2000 _____ (3-0) 3 cr. hrs.
Voice and Diction

Students will be instructed in proper articulation, projection, breath control and emotional voice manipulation. Students will be instructed in techniques for the stage, radio, television, film, the classroom and lecture hall. Dialect use and correction will be part of the class as well. Lecture class presentations. Open to all students.

THE2040 _____ (3-0) 3 cr. hrs.
Acting II

Character development, script analysis, and commitment to the role will be the class focus. Concentration will be on a short scene and monologue work and critical studies of acting performances on video tape and film. Open to all students.

THE2060 _____ (3-0) 3 cr. hrs.
Playwriting

A writing intensive course designed to enhance a student's ability to communicate through dialogue. Students will study excerpts from scripts, create new material and analyze each other's work. The 10-minute play and one-act formats will be used.

THE2120 _____ (3-0) 3 cr. hrs.
World Drama

The primary purpose of this course is to help the student understand and appreciate the dramatic form through the study of representative plays through theatrical history—from the Greeks, Medieval, Renaissance, Early European, Modern British and American Drama. Classes are discussion oriented and the play script is emphasized as a means to dramatic productions. This is a reading intensive course. (Cultural diversity course.)

THE2140 _____ (3-0) 3 cr. hrs.
Theatre History I

This course will include study of the earliest theatre (Greek through Shakespeare). Students will study the primary theatre movements in the first 2,300 years of recorded theatre. (Cultural diversity course.)

THE2200 _____ (3-0) 3 cr. hrs.
Theatre History II

This course will include theatre after Shakespeare to the present. Students will study major movements in theatre from the mid-1600s to contemporary plays. Primary emphasis will be on American and European theatre. Secondary coverage will include Asian and oriental theatre. (Cultural diversity course.)

Learning Center Courses

Mineral Area College has Learning Centers located on the Park Hills, Fredericktown, Peryville, and Potosi campuses. These centers offer one-hour courses for students who need to brush up on their English, reading, and mathematic skills before enrolling in college-level courses. In addition, introductory classes in medical terminology, accounting, and various areas of English are offered. Students are placed in these classes based on their placement scores (ACT, Compass, etc.) in English, math, and reading. These courses are offered in spring, fall, and summer semesters.

Learning Center courses are self-paced with instructors available as needed by the student. Students are expected to follow the attendance policy outlined in each course syllabus. For information on which classes are offered at MAC Learning Centers, call the individual Learning Center.

NOTE: Learning Center courses in which the course numbers begin with 0 (as in "ENG0210") will not be counted toward any degree.

BIOLOGICAL SCIENCE

BIO0010 _____ (Arr.) 1 cr. hr.
Introduction to General Science I

Emphasis is placed on the biological sciences.

BUSINESS ADMINISTRATION

BUS0010 _____ (Arr.) 1 cr. hr.
Introductory Accounting I

This course is for the student with no prior knowledge of accounting. It introduces basic accounting terms and offers the student a quick preparation for college level accounting.

BUS0020 _____ (Arr.) 1 cr. hr.
Introductory Accounting II

This course offers further preparation prior to enrolling in college level accounting.

COMPUTER INFORMATION SYSTEMS

CIS 0950 _____ (Arr.) 1 cr. hr.

This Learning Center course is a self-paced, self-taught course to introduce the student to the personal computer, what it is, and how to start and operate it. It will look at operating systems with windowed interfaces such as MS Windows. Application software like Notepad, Paint, and WordPad are examined. Using web browsers like Internet Explorer to go online, taking college courses online, and aspects of online education like course communication are examined. Students cannot take this class if they have taken a high-level CIS class prior to this one. This course does not apply toward any degree.

ENGLISH/COMMUNICATIONS

ENG0010 _____ (Arr.) 1 cr. hr.**Personalized Reading**

ACT score of 0-11 or Compass score of 0-51. Personalized reading is designed to improve a student's reading level in preparation for college level reading.

ENG0020 _____ (Arr.) 1 cr. hr.**Personalized Vocabulary Skills**

ACT score of 0-11 or Compass score of 0-51. Personalized Vocabulary Skills is designed to improve a student's vocabulary in preparation for college level reading.

ENG0070 _____ (Arr.) 1 cr. hr.**College Reading**

ACT score of 12-17 or Compass reading score of 52-80. Designed to improve a student's reading level in preparation for college level reading.

ENG0080 _____ (Arr.) 1 cr. hr.**Vocabulary Development**

ACT score of 12-17 or Compass reading score of 52-80. Designed to improve a student's reading level in preparation for college level reading.

ENG0090 _____ (Arr.) 1 cr. hr.**Study Skills**

Course stresses the development of good study habits, awareness of study aids, note-taking skills, how to take tests, and use of the library.

ENG0100 _____ (Arr.) 1 cr. hr.**Spelling Improvement**

Teaches how to spell words governed by common spelling rules. It also teaches how and where to find information on spelling troublesome words.

ENG0140 _____ (Arr.) 1 cr. hr.**Reading and Critical Thinking I**

Prepares students to read and think critically with emphasis in ten critical thinking skills associated with reading and reinforces the relationship between thought and reading.

ENG0150 _____ (Arr.) 1 cr. hr.**Reading and Critical Thinking II**

This is a continuation of ENG0140.

ENG0160 _____ (Arr.) 1 cr. hr.**Vocabulary Development II**

A continuation of ENG0080.

ENG0180 _____ (Arr.) 1 cr. hr.**Focus on Literature**

Introduces students to reading literature with an emphasis on the skills needed to enjoy reading great works.

ENG0210 _____ (Arr.) 1 cr. hr.**Sentence Skills**

Prerequisite: ACT English score of 0-12 or Compass writing score of 0-26.

First of three modules in the Learning Center's Basic Writing I course. Students learn the basics of grammar, parts of speech, sentence patterns, and proper usage of punctuation.

ENG0220 _____ (Arr.) 1 cr. hr.**Parallel Structure in Writing**

Prerequisite: Grade of "C" or better in ENG0210.

Second of three modules in Learning Center's Basic Writing I course. Module emphasizes the steps writers take to create a document.

ENG0230 _____ (Arr.) 1 cr. hr.**Punctuation and Clarity in Writing**

Prerequisite: Grade of "C" or better in ENG0220.

Third of three modules in Learning Center's Basic Writing I course. Students work on improving punctuation skills and their ability to write clear, concise sentences.

ENG0240 _____ (Arr.) 1 cr. hr.**Basic Principles of Effective Writing**

Prerequisite: ACT English score of 13-17, Compass English/writing score of 27-69, or a grade of "C" or better in ENG0960 or ENG0230.

First of three modules in Learning Center's Basic Writing II course. Students learn about pre-writing, outlining, revising, editing, and proofreading their work. Includes a review of sentence skills.

ENG0250 _____ (Arr.) 1 cr. hr.**Paragraph Development**

Prerequisite: Grade of "C" or better in ENG0240.

Second of three modules in Learning Center's Basic Writing II course. Reviews the patterns of paragraph development, emphasizes writing with purpose, and targeting an audience. Continues the review of sentence skills.

ENG0260 _____ (Arr.) 1 cr. hr.**Essay Development**

Prerequisite: Grade of "C" or better in ENG0250.

Third of three modules in Learning Center's Basic Writing II course. Reviews important points in how to plan and write essays.

ENG0270 _____ (Arr.) 1 cr. hr.**English Grammar**

Instructs students in proper usage of grammar.

ENG0910 _____ (Arr.) 1 cr. hr.**Introduction to Reading and Critical Thinking**

Helps students develop higher level reading and thinking skills needed to succeed in school, the workplace, and every day life. Emphasis is placed on cognitive levels of comprehension, interpretation, application, analysis, and evaluation.

HISTORY**HIS0010** _____ (Arr.) 1 cr. hr.**Introduction to American History I**

Independent study preparatory module for academic level HIS1230.

HIS0020 _____ (Arr.) 1 cr. hr.**Introduction to American History II**

Independent study preparatory module for academic level HIS1240.

HEALTH**HLT0030** _____ (Arr.) 1 cr. hr.**Orientation to Medical Terminology**

Teaches the structure of many medical words, their pronunciation, and spelling.

HLT0070 _____ (Arr.) 1 cr. hr.**Orientation to Medical Terminology II**

Continuation of HLT0030.

MATHEMATICS

Enrollment in any mathematics course is contingent upon the successful completion with a grade of "C" or better in all prerequisites or ACT/Compass scores as listed below.

MAT0020 _____ (Arr.) 1 cr. hr.**Arithmetic Skills I**

Prerequisite: ACT score of 0-14 or Compass algebra score of 0-22.

First of three modules in Learning Center's Arithmetic Skills course. Covers basic arithmetic concepts including whole numbers, prime factors, multiplication and division of fractions.

MAT0030 _____ (Arr.) 1 cr. hr.**Arithmetic Skills II**

Prerequisite: Grade of "C" or better in MAT0020.

Second of three modules in Learning Center's Arithmetic Skills course. Covers addition and subtraction of fractions, decimals, ratios, and proportion.

MAT0040 _____ (Arr.) 1 cr. hr.**Arithmetic Skills III**

Prerequisite: Grade of "C" or better in MAT0030.

Third of three modules in Learning Center's Arithmetic Skills course. Covers percent, simple interest, geometry, operations with signed numbers, and simple equations.

MAT0110 _____ (Arr.) 1 cr. hr.**Elementary Algebra I**

Prerequisite: ACT score of 15-18; Compass Algebra score of 23-27, or "C" or better in MAT0020, MAT0030, and MAT0040.

First of three modules designed to help students achieve proficiency in basic mathematics. Covers operations with real numbers, properties of real numbers, solving linear equations and inequalities, and applied problems.

MAT0120 _____ (Arr.) 1 cr. hr.**Elementary Algebra II**

Prerequisite: "C" or better in MAT0110.

Second of three modules in Learning Center's Elementary Algebra course. Covers exponents, multiplication and division of rational expressions.

MAT0130 _____ (Arr.) 1 cr. hr.**Elementary Algebra III**

Prerequisite: "C" or better in MAT0120.

Third of three modules in Learning Center's Elementary Algebra course. Covers equations in two variables, finding roots, multiplication, division, addition, and subtraction of radicals, solving quadratic equations by square root property and quadratic formula.

MANAGEMENT**MGT0040** _____ (Arr.) 1 cr. hr.**Introduction to Business Math I**

First of two introductory courses in mathematics for business.

MGT0050 _____ (Arr.) 1 cr. hr.**Introduction to Business Math II**

Second of two introductory modules in business math. Teaches computational skills for situations encountered in business.

PHYSICAL SCIENCE**PHS0010** _____ (Arr.) 1 cr. hr.**Preparation for Chemistry I**

Designed for students with little background in chemistry and math and is recommended as preparation for PHS1250.

PHS0020 _____ (Arr.) 1 cr. hr.**Preparation for Chemistry II**

Prerequisite: PHS0010.

Second of two courses designed for students with little background in chemistry and math and is recommended as preparation for PHS1250.

PHS0030 _____ (Arr.) 1 cr. hr.**Introduction to General Science II**

Emphasis is placed on the physical sciences.

Administration & Faculty

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Business and Office Technology
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